

# **Delacombe Primary School**



## **Emergency Management Plan Folder**



**110-120 Greenhalghs Road**  
**53356103 [www.delacombeps.vic.edu.au](http://www.delacombeps.vic.edu.au)**

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Signature of Principal

*Scott Phillips*

# Emergency Management Plan

Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police	000
	Response	
	Local Police Station (Ballarat)	5336 6000
Ambulance	000	
Fire Services Authority MFB/CFA	000	
Flood & storm emergencies	13 25 00	
Mid West Regional Headquarters	5339 1122	
Ballarat Base Hospital	5320 4000	
St John of God ( Ballarat)	5320 2111	
Gas (check for local number)	1800 808 526	
AGL	136707	
Powercore	13 24 12	
Origin	132463	
Central highlands Water	13 92 83	
Department of Human Services (Regional Office)	5333 6530	
Department of Human Services-Child Protection (Regional Office)	13 12 78	
Ballarat City Council	5320 5500	
EPA	5226 4825	
DEECD Regional Office	5337 8444	
Emergency Management Services Unit (EMSU)	9589 6266	
Regional Office	5337 8444	Front office
Regional Director	95896266	Wendy Timms
Emergency Management Coordinator	95896266	Andrea Cox
DEECD media unit	9637 2871	Designated officer
Emergency & Security Management Unit	9589 6266	Designated officer
Employee Health Unit	9637 3946	Health & Safety Unit

# **Emergency Management Plan**

## **Contents**

1. Class role
2. Lockdown Procedure
3. Evacuation Procedure
4. Relocation Procedure and Earthquake/Collapse/Impact with Building
5. Electric Shock
6. Explosion/Gas leak/Chemical spill/Contamination by hazardous substance
7. Fires
8. Severe weather/Storms or floods
9. School Bus accident/Vehicle impact
10. Universal precautions and disposal of needles and bodily fluids

Confidential student details

Emergency Evacuation Map

# **Emergency Management Plan**

## **LOCKDOWN Procedure**

### **Eg: Firearms/bomb threat/suspect devices/intruders/personal threat**

1. **Notify the general office immediately** about an emergency observed by you or your students. If in the **stadium or BER building use the remote** – hold down until you hear music.
2. **'Land Down Under'** song will be sounded.
3. **Quickly and safely** proceed to your classroom via the quickest route and remain there until notified by an executive leadership member.
4. **Office staff** will check sick bay and notify teachers if any children are in sick bay.
5. **Teachers** to ensure windows and internal doors are locked.
6. **Teachers in Room 1,4,14 & 17** (nearest external doors) to ensure they are locked.
7. Turn off internal lights, close blinds if fitted, and have students out of sight, such as sitting under tables or in storage rooms.
8. **Mark the attendance roll** and account for all students.
9. **Notify the office** of students unaccounted for.
10. **Principal** to lock Front Office door.
11. **Assistant Principal** to close and lock undercover door and check toilets. (If Assistant Principal is out of the school then **office staff/Principal** to complete this task)
12. **Specialist teachers/Leading teacher** to check kitchen, environmental centre, garden, library and meeting areas nearest to their offices.
13. **Teachers using the BER** lock doors and remain in BER.
14. **Intervention staff** to lock door and remain in place.
15. **All visitors** to remain where they are.

## **WHEN SAFELY IN THE CLASSROOM**

1. Ensure students remain together in their class group.
2. Do not leave students unsupervised. If instructed by the Principal to complete a task, arrange for alternative supervision first.
3. **When song has finished stay in your classrooms until a member of executive leadership has come.**

## **RELEASE OF STUDENTS TO PARENTS OR OTHER ADULTS**

Students are not to be dismissed or released to a parent or other adult without the specific authority of the Principal.

\*Record the name of the student, the adult, the destination and the time of release if the Principal has authorised the release of the students.

**Principal to contact emergency management, if required, on 03 9589 6266**

**All enquiries to be directed to Principal.**

# **Emergency Management Plan**

## **Evacuation Procedure**

### **Eg internal fire/smoke**

#### **Report of an Emergency**

1. **NOTIFY THE GENERAL OFFICE IMMEDIATELY** about an emergency observed by you or your students. If in the stadium or BER building use the remote - hold down until you hear warning.
2. **Office to notify emergency services on 000.**
3. **A WARNING SIGNAL WILL BE SOUNDED using an alarm via the PA.**
4. **FOLLOW** to the emergency evacuation assembly area.

## **EVACUATION**

### **Get your emergency management folder.**

1. Close doors and windows and leave building via the closest and safest exit.
2. Personally check the computer room and storeroom in your classroom for students.
3. **Take emergency management folder and school keys** for gates with you to the evacuation area.
4. The **Principal** will check the administration offices, staffroom and meeting rooms.
5. The **Assistant principal/Leading Teacher** will check all toilets, kitchen and environmental centre and garden.
6. **Office staff** will bring visitors register, check the Sick Bay and bring first aid kit to emergency assembly area.
7. **Specialist teachers** will evacuate with the class they have at the time of emergency, or if they have no class, must check all rooms pertaining to their subject area.
8. **Visitors to the school** working with students outside the classroom, should take students to the emergency assembly area to find their teacher then report to office staff to have your name ticked off the visitors register.
9. Students should only take essential protective clothing with them if evacuation is required. Leave other belongings in classroom.
10. Leave the classroom by the doorway closest to your classroom with your adjoining class (See plan of school) when instructed to evacuate, with one teacher leading and one following if possible. Leave in a quiet and orderly manner.
11. Move away from the danger zone at all times when evacuating. If the shortest route to the evacuation area moves you closer to the threat, then take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged.

### **WHEN SAFELY AWAY FROM THE THREAT**

1. **Mark the attendance roll** and account for all students.
2. **Notify Principal** of any students unaccounted for.
3. Ensure students remain together in their class group.
4. Do not leave students unsupervised. If instructed to complete a task, arrange for alternate supervision first.

### **RELEASE OF STUDENTS TO PARENTS OR OTHER ADULTS**

Students are not to be dismissed or released to a parent or other adult without the specific authority of the Principal.

\*Record the name of the student, the adult, the destination and the time of release if the Principal has authorised the release of the students.

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# **Emergency Management Plan**

## **RELOCATION – Off site assembly point**

### **Eg bomb or suspect device**

If the school site is to be evacuated, the assembly point is ***Doug Dean Reserve Playground***. Follow evacuation procedures - Mark the roll and account for all students and staff.

## **EARTHQUAKE / COLLAPSE / IMPACT WITH BUILDING**

### **INDOORS**

- Everyone remain inside and take cover under a door frame, table, bench or desk and keep away from glass areas.

### **WHEN MOVEMENT HAS STOPPED**

- Immediate evacuation to oval following internal to external plan.

### **OUTDOORS**

- Everyone where possible, should get away from buildings, high walls, electric power lines and dangling wiring, and sit down.

### **WHEN MOVEMENT HAS STOPPED**

- Stay where you are and wait for instructions by the Principal

# Emergency Management Plan

## ELECTRIC SHOCK

### Rescue following electrocution Procedure

#### Domestic

- Switch off current ( the main electricity supply is located on wall outside office)
- See attached plan of the school for the location of all distribution boards.
- If this is not possible, remove the person from the current using a non conducting, dry material eg. Clothing, wooden objects.
- **DO NOT CUT THE CABLE.**
- Office to contact emergency services on 000.
- Render appropriate first aid.
- Remove bystanders to a safe area out of view.

#### High Voltage

- Contact Powercorp Emergency Faults: 132412
- Wait until the current is disconnected by the appropriate electrical authority.
- **Do not touch the person or any conducting materials which are also in contact until the current is disconnected.**

# **Emergency Management Plan**

## **EXPLOSIONS/GAS LEAK/ CHEMICAL SPILL / CONTAMINATION BY HAZARDOUS SUBSTANCE**

### **Internal**

- Follow Evacuation Procedure.

### **External**

- Follow Lockdown Procedure.

**Please follow evacuation or lockdown procedure outlined in this document.**



# **Emergency Management Plan**

## **FIRES**

### **Internal Fire/Smoke Procedure**

- Follow the evacuation procedure.

### **Bushfire/Grassfire**

- Under normal circumstances, evacuation should only take place at the direction of the Officer in Charge of the CFA. However, if apparent that the lives of children and staff are at risk unless immediately evacuated, and the Principal is unable to contact the Officer in Charge of the CFA, then the Principal should make arrangements to evacuate.
- If movement of students is impossible, the following procedures should be followed;
  1. All windows and doors closed and base of doors covered to prevent smoke entry
  2. Students should be assembled away from the part of the building which will be initially exposed to the fire.
  3. When fire has passed, evacuate the building in accordance with the evacuation procedure included in this document.

# **Emergency Management Plan**

## **SEVERE WEATHER, STORMS or FLOODS**

Schools are usually advised by DEECD when there is a current severe weather alert.

Under normal circumstances the school will operate our 'Inclement Weather Timetable'.

- At first warning tune into local radio and television stations.
- Ensure everybody remains indoors.
- Secure doors and tape windows.
- Call Fire Brigade, Police and Ambulance if required: 000
- Follow emergency instructions from appropriate authority
- Everyone is to stay inside unless area is free from debris and/or fallen power lines
- Call Regional Office: 53 378 444 and Emergency & Security Management Unit: 9589 6266

***In dangerous weather conditions arise, keep students inside until danger passes.***

# **Emergency Management Plan**

## **SCHOOL BUS ACCIDENT/VEHICLE INCIDENT**

- Assess situation.
- If necessary evacuate to safe area and account for all students, staff and visitors.
- Call Police, Fire Brigade, Ambulance: 000.
- Administer first aid.
- Do not return to building unless safe to do so.
- Call Regional Office: 53 378 444 and Emergency & Security Management Unit: 9589 6266

# **Emergency Management Plan**

## **UNIVERSAL PRECAUTIONS AND DISPOSAL OF NEEDLES AND BODILY FLUIDS**

### **BLOOD SPILLAGE**

- Wear gloves
- Remove as much as possible with paper towel. Place in plastic bag and discard in general waste.
- Disinfect the area with an appropriate solution
- Remove and dispose of gloves in sealed plastic bag after use
- Wash hands thoroughly with soap and water.

### **NEEDLES EQUIPMENT**

- Household gloves
- Sharps disposal unit
- Tongs

### **PROCEDURES**

- Use household gloves
- Do not try to recap needle
- Place the sharps disposal container near syringe
- Pick up syringe with tongs

### **NB.SHARPS DISPOSAL UNIT AND TONGS ARE IN THE FIRST AID ROOM.**

- Place the syringe needle point down in the disposal container and seal
- Remove gloves and wash hands with soap and running water
- Students should be instructed not to pick up needles – stand and watch while another student seeks assistance.

### **DISPOSAL**

- Syringe disposal container must not be put in normal waste disposal bin. Take to the office.