POLICY NO 6

All staff have a responsibility to be familiar with all emergency procedures.

To facilitate this, Crystal Brook Primary School will have:
- Regular training and evacuation/invacuation drills for all staff and students.
- Regular reviews of the effectiveness of emergency procedures.
- Induction for new staff and visitors in the workplace.

If an Emergency is declared by the Principal (or nominee) the management of this emergency passes to the Site Response Team.

THE SITE RESPONSE TEAM

The Site Response Team is responsible for the management of any declared emergency at Crystal Brook Primary School.

The Site Response Team will consist of:
- The Principal (or nominee)
- Support Officer (usually a member of OHSW Committee)
- Communications Officer (shared between the Principal and Office SSOs)

These positions must be allocated at the beginning of each school year and all staff must be made aware of their function.

Their roles are as follows:

The Principal (or nominee) will coordinate the emergency plan and is responsible for maintaining a broad overview of the emergency and the school's response to it. He/she will be controlling the response. This may involve the following:
- deciding if evacuation or invacuation is necessary,
- changing safe areas according to the nature of the emergency,
- gathering as much information as possible about the incident,
- deciding which emergency services may be required, and
- managing the school day (which may include):
  ✓ contacting Police Security who will provide the name of the appropriate DECS facilities person,
  ✓ contacting the appropriate person for T.R.T. support or staff replacement,
  ✓ restoring the school to regular routine as soon as possible, and
  ✓ contacting the District Superintendent to provide information and deciding whether the situation can be managed in-house or whether to involve further outside help.
This contact may be made via a critical incident report.

**Support Officer:** after contact from the Principal (or nominee) he/she will:
- coordinate the time and place of a full staff meeting, and
- during the day:
  - monitor staff welfare,
  - assist in keeping staff informed with regard to changing circumstances/further developments,
  - monitor student reactions, and
  - assist in responding to student issues/enquiries by:
    - giving facts,
    - outlining the schools response to the emergency,
    - arranging counselling where necessary,
    - identifying "at risk" students and arrange debrief for them, and
    - informing students about changing circumstances/further developments.

**Communications Officer:** (The role will be shared between the Principal and School Receptionist) She/he will:
- identify which person will respond to media enquiries and determine the official response. (This would normally be the Principal),
- monitor communication both internal and external,
- receive incoming calls and pass on messages,
- minimise media contact with staff/students, and
- inform parents by letter (where appropriate):
  - of the relevant facts of the incident and possible student reactions,
  - to encourage contact between parents and the school,
  - outlining the school's response plan, and
  - of sources of help/support for families.

The Communications Officer will have first priority access to the school’s phones at all times throughout the emergency.

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**TEACHERS**

**Teachers** have direct responsibility for the students in their care. Therefore they will:
- follow the emergency plan,
- account for the students by roll call,
- notify the principal (or nominee) if any student is missing, and
- supervise students during the emergency unless directed otherwise by the principal (or nominee).

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**OTHER STAFF and VISITORS**

**Other staff and visitors** will:
- follow the emergency plan, and
- act as directed by the principal (or nominee)
DEFINITION OF AN EMERGENCY

An emergency would usually result from the threat or impact of:
- assault, injury, fatality,
- vehicle accident,
- siege/hostage/disappearance or removal of student,
- firearm/bomb threat,
- damage to buildings or equipment,
- fire in school building/bushfire,
- fumes/spill/leak/contamination by hazardous material, or
- earthquake/building collapse/storm damage.

EMERGENCY
(Usually the Communications Officer)

Emergency ☎000 (Fixed line phone) 112 (Mobile phone) and ask for the service you want. (Ambulance, Police, Fire or all)
- assault,
- siege/hostage/firearms,
- disappearance or removal of student,
- telephone threat or bomb threat (complete threat sheet adjacent to all phones),
- collapse/damage to building or equipment, or
- motor vehicle collision/impact in workplace.
- impact by equipment/machinery/aircraft.

STEPS TO FOLLOW IF THERE IS AN EMERGENCY

Notify
- Principal (or nominee)
- Appropriate emergency services

Record
- Location
- Nature of event
- Number/name of those injured
- Name of person reporting
- Time
- Phone contact if incident is away from workplace
EMERGENCY INVACUATION PLAN

We recognise that at times of **extreme emergency** it may be required that students are kept in rooms.

**Signal:** *Continuous short blasts* on the siren (minimum of 10).

- **Emergency during lesson time:**
  - **GENERAL PROCEDURE**
    - Stop the lesson
    - Stay in the room
    - Encourage students to remain calm, if possible out of view of windows
    - Lock the classroom door/s and door into 4TU from outside/JP wet area
    - Instruct the class to sit on the floor
    - Call the roll and report to Office if any students are missing via phone (*Press 10 will transfer to other phones in Admin area if already in use*)
  - ✓ End of Ingress notified by 2 short blasts on siren
  - ✓ Debrief at the next break

- **During outside lesson:**
  - ✓ Go to the nearest building and follow the *general procedure*

- **People on errands or toilet breaks**
  - ✓ Go to the nearest classroom and follow the *general procedure*

- **Staff who are not in their usual work space**
  - ✓ If outside, go to the nearest classroom and follow the *general procedure*
  - ✓ If inside remain in your office or staff room and await further instructions

- **T.R.T’s, visitors and parents** (should have notified office of arrival)
  - ✓ Go to the nearest building/classroom
  - ✓ Lock yourself in
  - ✓ Follow *general procedure*

- **Recess or lunchtime emergency**
  - ✓ Yard duty teachers to supervise orderly movement
  - ✓ All staff and students to move to their classroom
  - ✓ Follow the *general procedure*

*Note:* The Principal, and/or nominee will ensure that unsafe areas are kept clear of students, staff and visitors.

**DO NOT ADMIT ANY STRANGER TO THE CLASSROOM UNLESS THEY ARE WEARING A VISITOR’S BADGE or are identifiable Emergency or Police personnel!**
FIRE ACTION PLAN

If a fire starts in your immediate area;
- assess which exit to use (take smoke and fumes into account),
- check the room before leaving,
- if possible, make sure the door and windows are closed on exit,
- collect the roll book, if possible,
- move class to asphalt then contact office administration of the fire or if possible phone
- escort the class to the evacuation area,
- ensure no students attempt to re-enter the building until the all clear is given,
- check roll and/or conduct head count,
- report missing students to Principal (or nominee),
- keep students together and await further instructions, and
- remain with the class unless otherwise instructed by the Site Response Team or other person in authority.

If a fire starts elsewhere in the school:
- collect roll book,
- assemble students at door,
- check room for missing students,
- close doors/windows, if time permits,
- move class to evacuation area (central part of basketball court) along predetermined route (remember to walk at rear of group),
- at evacuation point recheck roll/do head count,
- report missing students to principal (or nominee), and
- keep students together and await further instructions.

SIEGE/HOSTAGE ACTION PLAN

- Remain calm
- If possible, send for help/assistance
- Talk calmly and quietly
- Try to eliminate others to threat/risk by negotiate removal
- Cooperate as much as possible without endangering lives

SEVERE STORM ACTION PLAN

- Ensure everybody stays inside away from windows and skylights
- Do not use the telephone (lightning danger)
- Everyone must remain inside until advised by administration
EARTHQUAKE ACTION PLAN

DURING THE EARTHQUAKE
- If indoors, stay there and ensure nobody moves about or leaves the building.
- Get everybody to take cover under tables, benches, desks or internal door frames.
- Keep away from windows, shelves and overhead fittings.
- In multi-story buildings, stay clear of windows and outer walls.
- Get everybody to take cover under near pillars or internal walls.
- If outside, keep everybody well clear of buildings, walls, power lines trees, etc.

AFTER THE EARTHQUAKE
- Check for injuries and apply first aid.
- Do not move the seriously injured (unless in immediate danger) until ambulance arrives.
- Avoid use of telephones (to relieve congestion) unless there is serious injury, fire or other serious problem.
- Turn off electricity and water.

EVACUATION
- Evacuate everybody (clear of buildings, walls, power lines and trees) by the safest route.
- Do not light matches until a check is made for gas or fuel leaks.

VIOLENT INCIDENT ACTION PLAN
- Remain calm.
- Don’t put yourself at risk.
- Send for senior staff/help.
- Protect students.

BOMB/GENERAL THREAT ACTION PLAN
- In most instances a bomb or general threat will be received at the main office area or other telephone by way of a phone call.
- If this occurs then follow the telephone threat response checklist, which is posted by each phone.
- If the threat is delivered to you in the classroom, follow the procedure as for a violent incident.
EVACUATION PLAN

Evacuation/Emergency Procedures

Predetermined alarm: CONTINUOUS SIREN
- Communications Officer will contact the appropriate emergency services
- Children/Staff move in an orderly fashion to the basketball court.

The Principal (or nominee) will be in charge of proceedings. In the event of his/her absence the chain of authority is:

Support Officer  Communications Officer
- Teachers will take their roll and check that all students are present.
- The teacher to advise that all students are present to the Principal (or nominee) Office SSO (or nominee SSO) will check Admin Staff are present.
- SSOs to check Student Toilets, LAP Room, PE (if not in use) and Resource Centre (if Teacher Librarian is not present), Activity Room
- Room 8 to check Computer Room.
- Support Officer and/or Communications Officer will take Evacuation Trolley to the assembly area.
- NIT teachers will take class to the assembly area. The class teacher will join the class, if present in the school.
- Any missing persons need to be reported to the Principal (or nominee) who will instigate search procedures.
- Staff should use the Evacuation Procedures map that is displayed in each room of the school to establish the best route in the event of an emergency.

Evacuation Trolley contains:
- copies of class rolls and parent/caregiver emergency contact details,
- mobile phone,
- whistle
- first aid and emergency asthma kit,
- back-up tapes of Administration Server,
- torch,
- power cord,
- sunscreen and hats
- Visitor, Student In/Out and Day Books
- Evacuation/Invacuation Policy