

Emergency Management Plan

Purpose:

To develop procedures to follow and lines of responsibility in the event of an emergency situation.

To provide information to emergency services so they are aware of the school's emergency procedures.

Scope:

Whole School

Implemented by:

Designated Fire Wardens, Principal

Approved by:

KVS Board

**Communicated
via:**

Website, Staff Handbook, Policy Folder, Mentor Library

Reviewed:

Every two years or as legislative changes arise or improvements are identified

Definition

An **emergency** is the actual or imminent occurrence of an event which in any way:

- endangers or threatens to endanger:
 - the safety or health of any person
 - the environment or an element of the environment
- destroys or damages, or threatens to destroy or damage, any property.

Overview

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors, as well as essential in minimising damage to school property. The aim of this policy is to provide a safe environment for all in the event of any foreseeable emergency.

This policy will be communicated to staff and students via their respective handbooks, staff meetings, Whole School Parliament and regular drills.

School Profile

Koonwarra Village School (KVS) is a small independent primary school offering enrolment for children in Foundation to Grade 6 up-to a maximum of 60 students.

KVS is located at 20-26 Koala Drive (Inverloch-Koonwarra Rd) (on the main road that heads south from the South Gippsland Highway, which traverses west to east). Forest exists to the south-east and woodland exists to the north-west and broader settlement with low threat vegetation to the north-east and grassland to the south-west. Koala Drive is the Koonwarra-Inverloch Road and connects south to Inverloch. The site is contained within the Koonwarra Township with access via well maintained roads and a well signed driveway with good access for Emergency Services as required and is a 5-minute travel time by car north to Leongatha.



Figure One: Property Location – identified with the red dots central to the map

School/Campus Name	Koonwarra Village School
Physical Address	20-26 Koala Drive, Koonwarra, VIC 3954
Operating Hours	8.45am – 3.15pm Monday to Friday during school cycles
Phone	03 5664 2477
Email	admin@koonwarravillageschool.org
Website	www.koonwarravillageschool.org
Number of buildings	6
Is the School a designated Neighbourhood Safer Place?	No
Is the School on the Bushfire At Risk Register	No
Shelter-In-Place Location	Art Shed
Number of Students	56
Total Number of Staff	12
Methods Used for Communication to School Community	Phone and email

Building Information Summary

Telephones (Landlines):			
Location		Number	
Office, Kitchen & Caf		03 5664 2477	
Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	Rear of Building outside Kitchen (45kg bottles) Garden Shed (9kg bottles, not connected)	Evans Petroleum	On Bottle.
Water:	Inside Boundary next to Koala Drive	South Gippsland Water	On Tap
Electricity:	Art Shed Meter Box (in bin area between Art Shed and Hub) Triskel Meter Box (internal & external wall of Triskel building, Koala Drive side) Sun Room Meter Box (external wall of Sun Room office, facing Koala Drive)	Momentum	Meter Box.
Building and Site Hazards			
Hazard Description		Location	
Oval gets very waterlogged in wet months, risk that vehicles will get bogged.		School grounds	

Emergency Drills

Koonwarra Village School will undertake two evacuation drills per year.

	Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed ✓
Term 1	In class drill.	Principal	Target 7 th May.	
Term 2				
Term 3	Out of class drill (recess or lunch)	Principal	Target 24 th September	
Term 4				

Students and staff with additional needs

Student Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Nil.				
Staff Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Nil.				

Risk Assessments

Risk Assessments have been conducted for our site and have informed the preparation of this policy and specific emergency scenarios using the following ratings:

Risk Assessment Ratings

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Assessment for Emergencies at Koonwarra Village School

Specific Emergency Type	Likelihood	Consequence	Rating
Bomb Threats	Rare	Critical	Medium
Bus Accident – Camps and Excursions	Possible	Moderate-Major	High
Bus Accident/Breakdown	Possible	Moderate	High
Bushfire – Bush/Scrub/Grass	Possible	Major	High
Earthquake	Rare	Major	Low
Explosion	Rare	Major	Low
External Hazard e.g. aerial sprayer	Rare	Major	Low
External Hazard e.g. siege, gunfire etc.	Rare	Critical	Medium
Fire - Structures	Possible	Major	High
Flood	Unlikely	Major	Medium
High Winds & Severe Storm	Possible	Moderate	High
Hostage / Kidnapping	Rare	Critical	Medium
Plane Crash into Building	Rare	Critical	Medium
Plane Crash into School Grounds	Rare	Major	Low
Toxic Emissions	Rare	Major	Low
Transport Accidents	Possible	Major	High

Emergency Management Implementation Guidelines

First response – any emergency

In the event of any emergency the following initial procedure should be followed:

1. Ensure you are in no danger
2. Assist anybody in immediate danger, without endangering yourself
3. Ensure that all staff and students are safe
4. RAISE THE ALARM. Notify the office and the Chief Fire Warden
5. If required, ensure that emergency services are contacted.
6. Restrict the danger area
7. Refer to the detailed procedures relevant to the incident

FOLLOW THE INSTRUCTIONS PROVIDED BY THE CHIEF FIRE WARDEN AT ALL TIMES

Emergency Kit Checklist

- Copy of Emergency Management Plan
- Parent / family emergency contact information
- Student / Staff Evacuation Ticklist
- Hi-vis vest
- Loud Hailer
- Air Horn
- First Aid Kit
- Copy of current student Medical Management Plans, and associated medications
- Copy of current Register of students with Anaphylaxis
- Clipboard
- Pen

Register of Emergency Services

FIRE, POLICE, AMBULANCE	000	
Police - Leongatha	5662 2285	South Gippsland Highway, Leongatha
CFA	5624 1900	Staffed 24/7 – District 9 headquarters
VIC Emergency Hotline	1800 226 226	
SES	132 500	
SES – Storm Threat Infoline	1300 842 737	
ABC Radio	100.7 FM	
Leongatha Hospital – main number	5667 5555	66 Koonwarra Road, Leongatha
Leongatha Hospital On Call Dr/Nurse	5667 5649	
Leongatha Medical Group On Call Dr/Nurse	5662 2201	
Nurse on Call	1300 60 60 24	
Poisons Hotline	13 1126	
South Gippsland Shire Council	5662 9200	Day and after-hours number
South Gippsland Water	1300 851 636	24-hour emergency number: 1800 24 90 90
Power	131 799	SP Ausnet

Required information when contacting emergency services:

- LOCATION: KOONWARRA VILLAGE SCHOOL
- ADDRESS: 20-26 Koala Drive, Koonwarra
- TYPE OF INCIDENT: (e.g. Fire, Medical Emergency, Hostage)
- PERSONS INVOLVED: (number of injured, trapped etc.)
- OUR PHONE NUMBER: School Landline - 56642477
School Principal - Sarah Maclean - 0499 249 063

Roles and Responsibilities in an Emergency

The Chief Fire Warden will provide instructions during the emergency. This does not prevent a staff member taking action that minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury. Any staff member given a task to complete by the Chief Fire Warden must advise the Chief Fire Warden when it has been completed.

Mentors are to maintain familiarity with the Emergency Management Procedures and have the evacuation route maps and information readily available in the classroom.

Chief Fire Warden

The Chief Fire Warden is to coordinate activity during an emergency. In the absence of the Chief Fire Warden, the next listed Fire Warden will assume the role of the Chief Fire Warden. A nominated Fire Warden will be at school at all times. The person in charge during an emergency must wear a fluoro high visibility vest to assist with identification by emergency services.

Mentors

Staff will follow the 'Classroom Action Card' (Attachment A) and any directions given by the Chief Fire Warden.

Students

If students become aware of an emergency situation or hazard they are to notify a staff member or the office immediately. If students find themselves in an emergency situation they are to follow the instructions of the Chief Fire Warden at all times.

Emergency Management Procedure

Chief Fire Warden

1. Assess the danger posed by the emergency:
 - a. Identify affected parts of the school
 - b. Assess likelihood of the danger spreading
 - c. Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids
2. Ensure that the appropriate emergency services are advised
3. Decide on the basis of this assessment whether evacuation is required
4. Announce by loud hailer the type and location of the emergency
5. Direct evacuation to the appropriate EMERGENCY ASSEMBLY AREA
6. Take copy of Emergency Management Plan and Emergency Kit
7. Proceed to assembly area and liaise with staff re: evacuation
8. Advise emergency services of any further details
9. Direct staff as necessary to check any areas
10. Liaise with emergency services upon their arrival
11. Ensure Emergency Checklist is completed (Attachment B – Emergency Management Plan Completion Checklist)

Mentors and/or supporting Fire Wardens

1. Follow directions on the Classroom Action Card (Attachment A)
2. Await further instructions from Chief Fire Warden

Specialist Mentor (i.e. when not main classroom teacher)

1. Follow directions of the Chief Fire Warden
2. Proceed to the designated EMERGENCY ASSEMBLY AREA as instructed by the Chief Fire Warden and assume responsibility for allocated grade
3. Await further instructions

Administration Staff

1. Follow the direction of the Chief Fire Warden
2. Proceed to the designated EMERGENCY ASSEMBLY AREA as instructed by the Chief Fire Warden
3. Await further instructions

ONCE EVACUATED, ONLY THE CHIEF FIRE WARDEN OR EMERGENCY SERVICES SENIOR OFFICER MAY PROVIDE AUTHORITY TO RE-ENTER THE SITE, ONCE IT IS SAFE TO DO SO.

Evacuation Procedure

Besides the removal of those students in immediate danger, evacuation should only be commenced at the direction of the Chief Fire Warden. All students are to remain in their class groups and under adult supervision at all times.

Student Role:

- Look and listen and follow your Mentor's instructions at all times
- Do not take anything with you (medical items excluded)

Mentor Role:

AS PER CLASSROOM ACTION CARD (Attachment A)

- Ensure the immediate safety of all students
- Remain with the class at all times
- Follow all instructions as provided by the Chief Fire Warden
- When advised to evacuate by the Chief Fire Warden, direct all students through the external classroom door and proceed to the designated EMERGENCY ASSEMBLY AREA
- When evacuating rooms, be sure to check classroom and allocated areas prior to leaving
- Take student list and any student medications located in the room you are evacuating
- Check off the student roll
- Should there be a student unaccounted for, immediately advise the Chief Fire Warden.
- Await further instructions

Evacuation Routes:

- All evacuations should be through the external class doors and all students and staff should proceed to the designated EMERGENCY ASSEMBLY AREA, as instructed by the Chief Fire Warden, in an orderly fashion
- Evacuation routes should be via the safest and most direct route available. Routes are shown on the Building Evacuation Diagram and the Emergency/Evacuation Plan diagram



Figure Two: Area Map – School Grounds identified with Yellow Shading

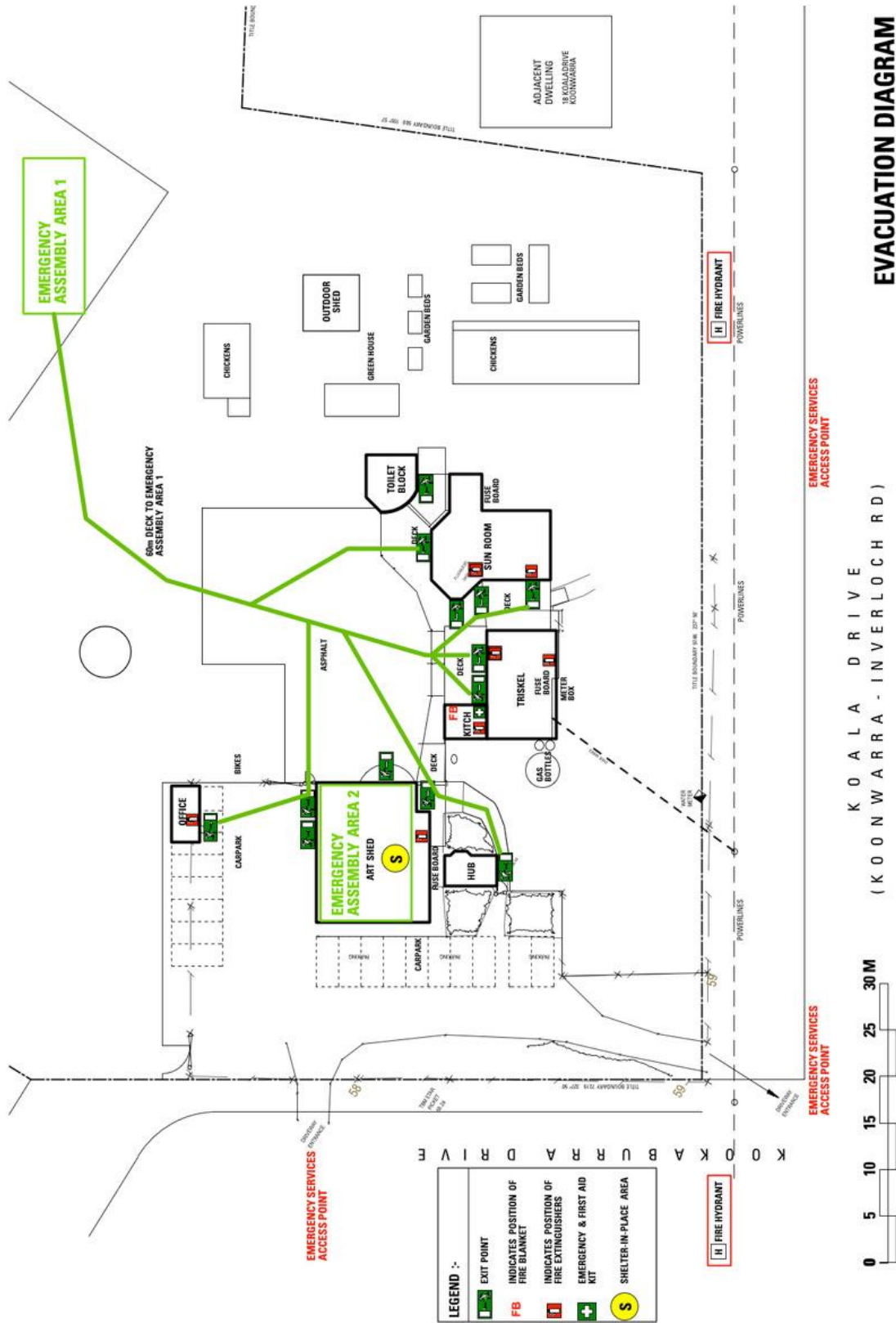


Figure Three: Evacuation Diagram

Specific Emergencies as identified through Risk Assessment

Bomb Threats

The school should immediately contact the police by dialing 000

The person receiving the threat should use the Bomb Threat Checklist to record:

- The time
- Exact wording of the threat
- Attempt to ascertain what time the bomb is set to explode
- Where it is located
- Any other relevant details
- If threat received by phone, the incoming line of the threat should be left open – i.e. do not end the call
- The Chief Fire Warden may exercise some discretion in assessing the seriousness of a threat following consultation with the Police. If there is any possibility of danger appropriate evacuation should be undertaken
- Search and evacuation procedures will be determined between the Chief Fire Warden and the Police.

Bus Accident/Breakdown

- Refer Bus Accident Emergency Procedure
- KVS will co-ordinate the emergency management
- Parents informed by phone of alternative arrangements

Bus Accident – Camps and Excursions

- Refer Bus Accident Emergency Procedure
- Mobile phone to be taken
- Excursion medical folder to be taken
- List of students on each bus left at office
- Senior staff member will attend
- Contact 000

Earthquake

- As quickly as possible get all persons under desks, tables or door frames
- As soon as the tremor subsides implement appropriate evacuation procedures, be prepared for aftershocks
- Evacuate to an area free from buildings, trees, streetlights and powerlines
- Contact 000 and SES

Explosion

- Call 000 and ask for Fire
- Raise alarm, advise Chief Fire Warden
- If explosion is outside, children are to return to their classrooms. If buildings are involved, the Chief Fire Warden will determine the appropriate EMERGENCY ASSEMBLY AREA depending on the location of the explosion.
- Ambulance and other emergency services as required should be notified
- If injuries are sustained, first aid should be given immediately and further medical assistance sought if necessary
- Children in particular must be kept under supervision away from explosion area until the 'all clear' is given by the Chief Fire Warden or Emergency Services personnel

External Hazard e.g. aerial sprayer

- Normal bell rung and announcements for all students to return to classroom or other safe area indoors
- Staff to mark student list and report absences to Chief Fire Warden AS SOON AS POSSIBLE
- If safe to do so, render assistance to persons involved
- School evacuations will be according to the school's Emergency Management procedure

External Hazard e.g. siege, gunfire etc.

- An announcement for all students to return to classroom or other safe area indoors. **An evacuation alarm may not be suitable in this situation**

Staff are advised to:

- Avoid upsetting the assailants in any way
- To minimise contact between assailants and students or staff
- Staff to mark roll and report absences to Chief Fire Warden AS SOON AS POSSIBLE

The school will:

- Notify Police 000
- Evacuate unaffected classrooms. **An evacuation alarm may not be suitable in a hostage situation**

Fire - Structures

- Check source of fire
- Call 000 and ask for Fire
- Evacuate all children to assembly area
- Raise alarm, alert Chief Fire Warden

Bushfire – Bush/Scrub/Grass

- Check source of fire
- Call 000 and ask for Fire
- Raise alarm, advise Chief Fire Warden
- If outside, children are to return to their classrooms. If buildings are threatened, the Chief Fire Warden will determine the appropriate Bushfire Emergency Assembly Area depending on direction of fire (see Emergency/Evacuation Plan diagram)
- Close windows and doors
- All children are to lie on the floor below the window line
- Cover all exposed skin
- School may be advised to evacuate to an off-site location by fire authorities. Follow all instructions and stay in contact with emergency services personnel.

Flood

- Flooding of drains, gutters and hollows could constitute a danger to children playing outdoors after extremely heavy rainfall
- Students are to be supervised indoors until collected by a parent / guardian and following Chief Fire Warden's authorisation

Hostage / Kidnapping

Staff are advised to:

- Avoid upsetting the assailant in any way
- To minimise contact between captors and extraneous pupils or staff
- To try to maintain telephone contact

The school will:

- Notify Police 000
- Evacuate unaffected classrooms. **An evacuation alarm may not be suitable in a hostage situation**

High Winds & Severe Storm

- As soon as conditions begin to approach a dangerous level, refer to the VIC Emergency App
- Sound air horn and make announcement to get students inside
- Ensure that everyone stays indoors
- Secure windows, doors and loose materials
- If necessary lie children under desks or tables until storm passes
- If the building is obviously about to collapse or disintegrate, evacuate the room. Children should be transferred to another building
- No children should be allowed outside unsupervised until the area is found safe and free from debris, powerlines etc.

Plane Crash into Building

- As per Fire – Structures

Plane Crash into School Grounds

- All children are to remain inside
- Raise alarm, advise Chief Fire Warden
- Call 000
- If safe to do so render assistance to persons involved

Transport Accidents

- Assess the situation
- Contact the Emergency Services
- Advise the Chief Fire Warden

Toxic Emissions

- Check source of emission
- Raise alarm, advise Chief Fire Warden
- Call 000 and ask for Fire
- Evacuate all children upwind
- Keep clear of emission at all times
- Consider isolating the electricity supply and the gas supply

Communications – Keeping in Touch with Everyone

The emergency control centre will be the School's administration area providing the emergency type allows this.

1. An air horn will be sounded when there is an emergency to alert the school. An information message will be broadcast using a loud hailer or via runners.
2. The general office telephone is only to be used for emergency communications. The Chief Fire Warden's mobile phone is to be used during an emergency to liaise with emergency services. The general office telephone will be used for all other communications. To minimize overloading to the school telephone, calls must be restricted and should be brief.
3. Student records need to be taken by administration staff if an evacuation of the school is required. Administration staff are required to maintain back-up discs of all computer-based information at a location remote from the school.
4. An information centre will be established to communicate with parents who arrive at the school. In the event that the media arrives at the school, they should be directed to the Principal.
5. Following an emergency parents attending the school are to be directed to the information centre where the Principal (or designated member of staff) will be available to provide information concerning the welfare of students and other information about the emergency.

Emergency Contact Directory – Staff

Intentionally removed for privacy reasons

Emergency Contact Directory – Students

A populated Emergency Contact Directory for Students is attached as Attachment C.

After an Emergency

Recovery Programs

After any emergency consideration should be given to trauma and emergency recovery programs for all those students, staff and parents involved whether directly or indirectly. These should be commenced as soon as possible for maximum benefit.

Releasing of Students into Parent Care

During or after a critical incident, students may only be released into the care of a parent or guardian provided that it is safe to do so, there are no ongoing medical concerns and the permission of the responsible Mentor and the Chief Fire Warden is obtained. Parents are to sign release (roll, sign out book)

Report of Incident

A report will be created following the event as per the KVS Incident Report Form

Post Incident

Refer Critical Incident Policy

Related Documentation

Bomb Threat Form

KVS Hazard_Incident Report Form

KVS Register of Students with Anaphylaxis

KVS Medical Management Plans

KVS Bus Accident Emergency Procedure

Related Policies

- Critical Incident Policy

Attachment A – Classroom Action Card

Classroom Action Card

Report of an Emergency

Notify the office immediately about any emergency observed by you or your students

A warning signal will be made with the air horn when an emergency has been reported

An announcement will follow the warning signal on the loud hailer advising staff and students what to do

Evacuation (Upon instruction of the Chief Fire Warden)

Listen for instructions to evacuate, whether to close doors and windows, and whether to turn off electrical and gas appliances

Take the attendance roll with you to the designated EMERGENCY ASSEMBLY AREA

Leave the building when instructed to evacuate, in a quiet and orderly manner – never run. Check classroom and allocated areas to ensure all students and adults have evacuated.

Move away from the danger zone at all times. When the planned evacuation route moves you closer to the danger zone take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged

Evacuate to the designated EMERGENCY ASSEMBLY AREA (see Emergency/Evacuation Plan diagram)

When Safely Away from the Danger Zone

Check off the attendance roll and account for all students

Ensure students remain together in their class group

Do not leave students unsupervised. If instructed by the Chief Fire Warden to complete a task, arrange for alternative supervision first

Immediately notify the Chief Fire Warden if there are any students unaccounted for

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 Chief Fire Warden

Record the name of the student, the adult, destination and time of release if the Chief Fire Warden has authorised the release of students

Attachment B – Emergency Management Plan Completion Checklist

Emergency Management Plan Completion Checklist

Have you....	Tick when completed
Taken Emergency Management Plan, and associated Emergency Kit	
Collect information and determine appropriate response	
Utilised Loud Hailer or Air Horn, or other, to notify of an emergency	
Assessed for danger and identified affected parts of the school	
Advised emergency services, as required	
Directed staff to evacuate to assembly area, as required	
Taken student roll	
Liaised with emergency services once on site, as required	
Designate a single person for managing the media	
Contacted parents/carers/guardians	
Set up recovery room and a single person to manage it	
Advised students of details or outcome, as required	
Informed School Board Chairperson and delegate Chairperson to inform Board of Directors	
Monitor and support students and those in care-giving roles	
Liaise with outside agencies and services	
Released students from school	
Inform parent and staff via email as required	
Completed Incident Report Form	

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Effective from: 16 September 2019

Review due: 16 September 2021

ATTACHMENT C – KVS Student Emergency Contact Directory



Attachment C – Emergency Contact Directory – Students

Intentionally removed for privacy reasons