

# Emergency Management Plan

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**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.

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**Scope:**

Whole School

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**Implemented by:**

School Coordinator or designated Key Mentor

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**Approved by:**

KVS Board

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## 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, irrespective of a variety of emergencies that may occur.

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

## 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 ensure that emergency services are contacted.
5. Restrict the danger area
6. Refer to the detailed procedures relevant to the incident
7. Await further instructions from the School Coordinator

## Register of Emergency Services

FIRE, POLICE , AMBULANCE	000	
POLICE - LEONGATHA	5662 2285	South Gippsland Highway, Leongatha,
Bushfire Infoline	1800 240 667	
SES	132 500	
SES – Storm Threat Infoline	1300 842 737	
ABC Radio	100.7 FM	
LEONGATHA HOSPITAL	5667 5555	66 Koonwarra Road, Leongatha
NURSE ON CALL	1300 60 60 24	
POISONS HOTLINE	13 1126	
South Gippsland Water	1300 851 636	24-hour emergency number: 1800 24 90 90
Power	131 799	SPAusnet

### 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 Coordinator - Fiona McKenzie - 0409 172 812

## Roles and Responsibilities in an Emergency

Key Mentors will be directed by the School Coordinator during the emergency and should not initiate any action related to the emergency without the Coordinator's authorisation. This does not prevent a Key Mentor 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 Coordinator must advise the Coordinator when it has been completed.

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

### School Coordinator

The School Coordinator is to coordinate activity during an emergency. In the absence of the School Coordinator, the next most senior staff member will carry out the role of the School Coordinator. One of these people will be at school at all times. The person in charge during an emergency must wear a high visibility vest to assist with identification by emergency services.

### Key Mentors

Staff will follow the 'Classroom Action Card' and any directions given by the School Coordinator.

### 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 their Key Mentor or School Coordinator at all times.

## Classroom Action Card

### Report of an Emergency

1. **Notify the office immediately** about any emergency observed by you or your students
2. **A warning signal** will be made with the megaphone when an emergency has been reported
3. **An announcement** will follow the warning signal on the loud hailer advising staff and students what to do

### Evacuation

1. **Listen for instructions** to evacuate, whether to close doors and windows, and whether to turn off electrical and gas appliances
2. **Take the first aid kit, individual student medication boxes, clipboard with student list, medical management plans and emergency management procedures** with you to the evacuation area
3. **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.
4. **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
5. **Evacuate** to school oval or the Art Shed adjacent to the asphalt (if shelter is required).

### When Safely Away from the Danger Zone

1. **Check off the student list** and account for all students
2. Ensure students remain together in their class group
3. **Do not leave students unsupervised.** If instructed by the School Coordinator to complete a task, arrange for alternative supervision first
4. Immediately notify the School Coordinator if there are any students unaccounted for

### Release of Students to Parents or Other Adults

1. **Students are not to be dismissed** or released to a parent or other adult without the specific authority of the School Coordinator
2. **Record the name of the student,** the adult, destination and time of release if the School Coordinator has authorised the release of students

## Emergency Management Procedure

### School Coordinator

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 as required
6. Take copy of Emergency Management Procedures
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

### Mentors

1. Follow directions on the Classroom Action Card
2. Await further instructions from School Coordinator

### Administration Staff

1. Follow the direction of the School Coordinator
2. Ensure that the appropriate emergency service is advised
3. Assemble all Emergency Information Records and Student Register
4. Proceed to the School Oval or alternative evacuation area
5. Await further instructions

## Evacuation Procedure

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

### Evacuation Routes:

- All evacuations should be through the external class doors and all students and staff should proceed to the School Oval or alternative evacuation site, in an orderly fashion
- Evacuation routes should be via the safest and most direct route to the School Oval or alternative evacuation area. Routes are shown on the school map

### Student Role:

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

### Mentor Role:

#### AS PER CLASSROOM ACTION CARD

- Ensure the immediate safety of all students
- Remain with the class at all times
- Ensure that all students are accounted for
- When advised to evacuate, direct all students through the external classroom door and proceed to the School Oval or alternative evacuation site
- 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 list
- Should there be a student unaccounted for, immediately advise the School Coordinator.
- Await further instructions

## Specific Emergencies

### Bomb Threats

- If the threat is received by phone the person receiving the threat should 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
- The school should immediately contact the police by dialing 000
- The incoming line of the threat should be left open – i.e. do not replace the telephone receiver
- The School Coordinator 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
- School evacuations will be according to the school's Emergency Management procedure.
- Search procedures will be negotiated between the School Coordinator and the police at the site

### Bus Accident/Breakdown

- KVS will co-ordinate the emergency management
- Parents informed by phone of alternative arrangements

### Bus Accident – Camps and Excursions

- Mobile phone to be taken
- Excursion medical folder to be taken
- 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

- Fire drill and evacuation procedures upwind may be necessary.
- Call 000 immediately and ask for Fire
- 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

## External Hazard e.g. bushfire, aerial sprayer, storm, siege, gunfire etc

- Normal bell rung and announcements for all students to return to classroom or other safe area
- Staff to mark student list and report absences to School Coordinator AS SOON AS POSSIBLE

## Fire - Structures

- Check source of fire
- Call 000 and ask for Fire
- Evacuate all children to assembly area
- Raise alarm, advise School Coordinator

## Fire – Bush/Scrub/Grass

- Check source of fire
- Call 000 and ask for Fire
- Raise alarm, advise School Coordinator
- If outside, children are to return to their classrooms. If buildings are threatened evacuate to a safe area depending on direction of fire
- 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 School Coordinators authorization

### Hostage / Kidnapping

- School Coordinators 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

- As soon as conditions begin to approach a dangerous level, tune to ABC radio 100.7 FM
- 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 School Coordinator
- Call 000
- If safe to do so render assistance to persons involved

### Transport Accidents

- Assess the situation
- Contact the Emergency Services
- Advise the School Coordinator

## Toxic Emissions

- Check source of emission
- Raise alarm, advise School Coordinator
- 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 School Coordinator'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 in the Art Shed 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 School Coordinator.
5. Following an emergency parents attending the school are to be directed to the information centre where the School Coordinator (or designated member of staff) will be available to provide information concerning the welfare of students and other information about the emergency.

## 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 Key Mentor and the School Coordinator is obtained.

## Report of Incident

A report will be created following the event, including:

- Date
- Time
- Timeline of events e.g. fire started, police contacted etc
- Description of Incident
- Injury report
- Damage report

## School Coordinator checklist post-event (within 24 hours)

- Collect information
- Discuss level of response required with Key Mentors
- Contact parents
- Notify siblings in school
- Inform staff, including ancillary staff
- Designate a single person for managing the media
- Ask for volunteers to monitor the recovery room
- Set up recovery room
- Contact hospital for up to date information
- Inform students
- Inform school Directors
- Inform parent body via email or newsletter
- Monitor school community reactions and provide report
- Monitor and support those in care-giving roles
- Liaise with outside agencies and decide which agencies you will work with
- Set time for key people convene and review response so far

## **Related Documentation**

*School Evacuation Map*

## **Related Policies**

- Critical Incident Plan