

Emergency Procedures Policy 2016

Aims

- A. To provide appropriate responses in emergencies, in order to keep people safe.
- B. To ensure that emergencies do not evolve into a crisis.

Scope and Application

The purpose of this policy is to provide a detailed plan of how Kerry Street Community School will prepare and respond to emergency situations, and is designed to meet the requirements set out in AS3745 – 2010: Planning for Emergencies in Facilities.

If the 'event' evolves from an Emergency to a crisis or critical incident, the procedures contained in the Critical incident policy should be activated.

See Emergency and Crisis Management Flowchart (Attachment A)

This policy is available on the school website and is included in the staff induction manual.

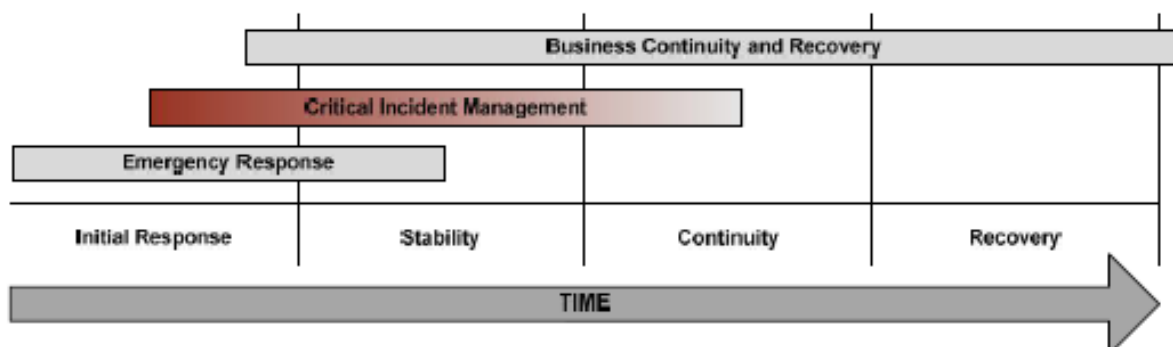
This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school
- F. Contractors

Emergency Management Context

The Emergency Management strategy and this plan are founded on the concepts and principles of incident management, which have been adapted for Industry use from those developed by Emergency Management Australia (EMA).

The figure below provides an example of the activities undertaken by each organisational element and their relative timing.



Definitions

- A. Incident** - Encompasses terminology variations such as issue, emergency, disruption and crisis, whether potential or actual. A low level local problem with no serious impact. Senior staff and the governing body may not be involved in the resolution.
- B. Emergency** - An emergency can be considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time.
- C. Crisis** - A rare event that causes an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable out-come. Especially outcomes that may have significant negative effects on the schools reputation, financial security or staff/student safety. A rapid response by leadership and governance is needed. A crisis often develops over time; however it can suddenly escalate if not managed well.
- D. Relationship Between an Emergency and a Crisis** - In this policy they will be used as defined above and relate as shown by the flow chart in Appendix A.
- E. Critical Incident** - A critical incident is an event or series of events that fall outside the normal business contingency and require response by the organisation's personnel and/or external emergency services. It is an incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence or chemical spill. A critical incident will cause the CIMP to be activated. All critical incidents must be reported to the Department of Education Services and the Chair of the governing body. (AISWA Emergency management).
- F. Emergency Planning Committee (EPC)** – The EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders of which one member shall be management.
 - 1. The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.
 - 2. The EPC may decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.
 - 3. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.
 - 4. Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.

- G. Emergency Control Organisation (ECO) / Incident Management Team (IMT)** – The group responsible for implementing the EMP.
1. Chief Warden (White Helmet)
 2. Wardens (Red Helmet)
 3. First Aiders (Green Helmet with white cross)
- H. Emergency Management Plan (EMP)** - The EMP sets out a structure and actions for dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

Principles

This plan is written in-line with the four phases of Emergency Management, namely:

“Comprehensive Approach” to Emergency Management



In an emergency, the safety of students, staff and visitors is the highest priority. If the procedure in this policy is unable to be followed or does not seem the best course of action, the person in charge is to act on their best judgment.

A. *Prevention*

1. **Risk Assessment** will be carried out to minimise the occurrence of emergencies.

B. *Preparedness*

1. **Emergency equipment** will be available and kept in working order
2. **Training** will be conducted to ensure emergency procedures are known and understood by staff, students and by visitors where possible.
3. **Practice** emergency procedure drills will be carried out throughout the year.

C. *Response*

1. The **Emergency Procedures (EMP)** define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.
2. Kerry Street Community School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions.
3. A **Critical Incident Management Plan (CIMP)** is in place if the emergency is deemed by the chief warden to escalate into a crisis or critical incident (refer to Critical Incident Policy).

D. *Recovery*

1. A thorough **review** of the emergency and Incident Management Team’s (IMT)

response is carried out by the Emergency Planning Committee (EPC).

Responsibilities

The School must notify the Department of Education Services [DES] of any critical and emergency school incidents, including:

- Circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
- Incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred while being educated.

A. Council

1. Writing and updating this policy in consultation with relevant parties
2. Ensuring the **Emergency Planning Committee (EPC)** reviews procedures annually.

B. Coordinator

1. The implementation of this policy
2. Ensuring warden training for all staff.
3. Initiating, logging and reviewing practice drills.
4. Ensuring that equipment maintenance is kept up.
5. Sit on the Emergency Planning Committee (EPC).
6. Liaise with Dynamic for annual review of the Emergency Procedures Plan (EMP)
7. Performing the duties of Chief Warden as defined in the EMP. (If the Coordinator is not present or is unable, the teacher in charge or the alternate chief warden as named in the EMP is the substitute.)

C. Administration Staff

1. Ensure lists are kept updated:
 - a. Staff and next of kin contact list
 - b. Students at risk list
 - c. Parent contact list

D. Teaching Staff

1. Complete warden training

E. Adult members of school community

1. All members of the school community are responsible for contributing to their own safety and that of others by:
 - a. acting on their awareness of potential risks,
 - b. familiarising themselves with emergency procedures
 - c. Acting responsibly in an emergency.

Related Legislation

- A. Occupational Health and Safety Act 1984
- B. Occupational Health and Safety Regulations 1996
- A. School Education Act 1999
- B. School Education Regulations 2000
- C. Privacy Act 1998
- D. Industrial Relations Act 1979
- E. Australian Standard AS3745 – 2010: Planning for Emergencies in Facilities.
- F. Health (Public Buildings) Regulations 1992

Related Kerry Street Documentation

- A. Emergency Management Plan (EMP)
- B. Critical Incident Management Plan (CIMP)
- C. Student Records
- D. Student at Risk Directory
- E. Staff Contact Directory
- F. Policies including:
 - 1. Critical Incident Policy
 - 2. Bushfire Policy
 - 3. Duty of Care Policy
 - 4. Child Protection Policy
 - 5. Behaviour Guidance Policy
 - 6. Excursions Policy.
 - 7. Camp Policy
 - 8. OHS Policy
 - 9. Risk Management Policy
 - 10. Asthma Care Policy
 - 11. First Aid Policy
 - 12. Severe Allergies Policy
 - 13. Communicable Diseases Policy
 - 14. Hours of Operation Policy
 - 15. Administration of Medication Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

A. Prevention:

1. Procedure
2. Risk Matrix
3. Risk Assessment

B. Preparedness:

1. Procedure

C. Response:

1. Procedure
2. Emergency and Crisis Management Flowchart
3. POSTER - In Case of Emergency and Emergency Telephone Numbers
4. Evacuation Diagram
5. Evacuation Map
6. On/Off Site Evacuation Procedure / Lockout Procedure
7. Lockdown/Shelter-In-Place Procedure
8. Emergency Procedures

D. Recovery Procedure

Authorisation and Review

- A. This policy was reviewed September 2012
- B. Reviewed July 2016
- C. To be reviewed September 2017

Helen Sugars Duff

Emergency Procedures Policy – Attachment A

Prevention

1. Procedure

A. Risk Assessment - To minimise the risk of emergencies.

- 1) Teaching staff, before implementing their program, will identify risks, act to minimise those risks and assess whether the level of risk is acceptable.
- 2) All staff will be proactive in identifying and minimising risks and reporting them to the responsible person.
- 3) All members of the community are encouraged to be aware of potential risks, act to minimise them and/or report them to the responsible person.
- 4) The responsible person will act, at the earliest opportunity, to: minimise or remove identified risks, design a procedure to follow in case of an emergency related to this risk, and ensure this procedure is known and understood by relevant people.

2. Risk Matrix

RISK MATRIX

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

CONSEQUENCE DEFINITIONS

DESCRIPTOR	DEFINITION
Insignificant	No Injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

LIKELIHOOD DEFINITIONS

DESCRIPTOR	DEFINITION
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances

3. Risk Assessment 2015

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MEASURES
Bushfire / Grassfire	Risk of death/injury from burns or smoke inhalation Risk of property damage or loss Risk of emotional or psychological trauma	Ensure bushfire plan in place. Keep ground clear from fuel i.e. long grass over grown plants. Practice evacuation with bushfire safe zone	Severe	unlikely	Extreme	- Implement Bushfire procedure - Evacuation
Fire	Risk of death/injury from burns or smoke inhalation. Risk of property damage or loss Risk of emotional or psychological trauma	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Annual Emergency Training session for all staff members. Regular evacuation exercises conducted throughout the year. Regular practice drills.	Severe	Likely	Extreme	- Implement Fire procedure - Evacuation of site
Flooding	Risk of water damage to buildings. Risk of injury due to slips or falls in water. Risk of disease from contaminated water	Maintaining building and OHS requirements. Complete the Flood risk identification assessment. Annual Warden Training. Regular practice drills.	Moderate	Unlikely	Medium	- Evacuation of buildings
Adverse Weather	Damage to facilities Personal Injury	Monitor weather alerts Maintain trees, roofs, gutters and drains. Annual Warden Training. Regular practice drills.	Major	Likely	Extreme	- Implement Adverse Weather procedures
Bomb Threat	Physical and Psychological damage to persons as well as death.	Implement Lockdown or Evacuation depending on nature of threat. Annual Warden Training. Regular practice drills	Severe	Rare	Medium	- Implement Bomb Threat procedure's
Hazardous Material / Gas Leak	Likely disruption of classes due to Evacuation	Implement Evacuation procedure. Annual Warden Training. Regular practice drills.	Severe	Rare	Medium	- Implement Hazardous material/gas leak procedures
Earthquake	Damage to facilities Personal Injury	Implement Lockdown procedure. Annual Warden Training. Regular practice drills.	Severe	Rare	Medium	- Implement Earthquake procedure
Medical Emergency	Possible spread emergency to others. Psychological injury to witnesses and those directly involved.	Training of staff to deal with a medical emergency. Regular practice drills.	Severe	Almost certain	Extreme	- Implement Medical emergency procedures
Threatening Behaviour / Civil Disorder	Psychological damage to persons.	Training of staff to deal with threatening behaviour. Regular practice drills.	Major	Possible	High	- Implement Threatening behaviour/ Civil Disorder procedure
Armed Intrusion	Physical and psychological damage to persons.	Training of staff to deal with armed intrusion. Regular practice drills.	Severe	Unlikely	High	- Implement Armed intrusion procedure.

Emergency Procedures Policy – Attachment B

Preparedness

1. Procedure

A. *Equipment* - To ensure emergency equipment is available and in working order

- 1) A current Student List and Contact List is kept near the main exit
- 2) Exit signs are maintained according to government regulations
- 3) Fire extinguishers and blankets are maintained according to government regulations
- 4) Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

B. *Training* - To ensure emergency procedures are known and understood by staff and students and by visitors where possible.

- 1) All Staff are trained as Wardens and will be familiar with this policy and the contents procedures in the EMP manual.
- 2) Regular education about and drills for emergency procedures are performed by all employees and students.
- 3) Each warden has been provided with a handbook containing an excerpt of role-specific information.

C. *Practice* - Random emergency procedure drills are carried out throughout the year.

Emergency Procedures Policy – Attachment C

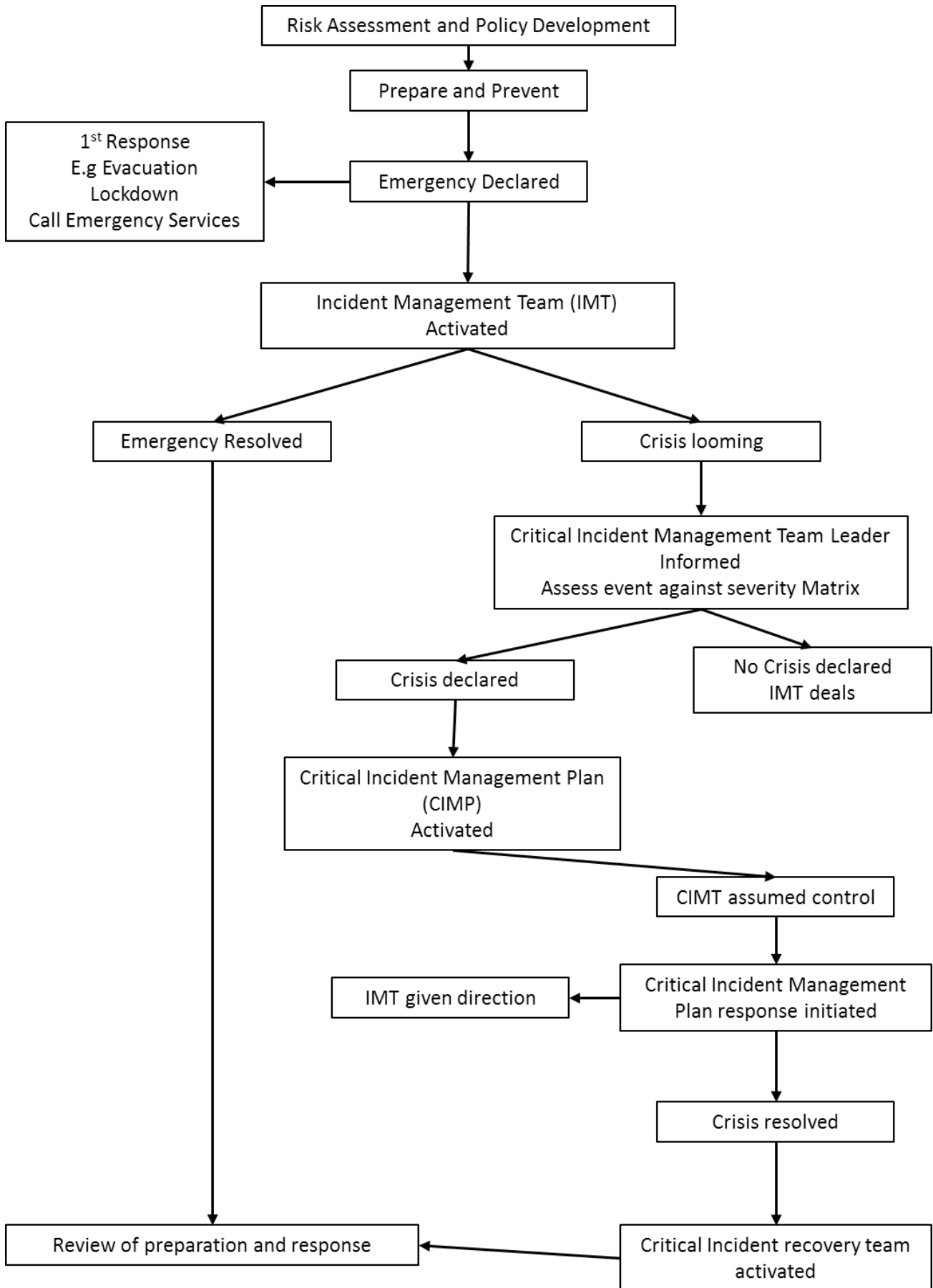
Response

1. Procedure

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

- A.** Emergency procedures are published in a red response folder and kept at the Emergency Control Point and contain guidance for all members of the ECO, including:
 - Warden duty cards / area breakdowns
 - Emergency procedure response guidance
 - Personal emergency evacuation plans (PEEPs)
- B.** Warden identification is available at the Emergency Control Point (requirements of AS3745:2010, Section 5.8).
- C.** Kerry Street Community School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (eg. firefighting equipment and communication systems).

Emergency and Crisis Management Flowchart



IN CASE OF EMERGENCY

INCIDENT OCCURS	CALL	000
ADVISE	WHO	<ul style="list-style-type: none"> The number and name/s of persons involved Name of the person reporting the emergency/critical incident
	WHAT	<ul style="list-style-type: none"> The nature of the emergency/critical incident
	WHEN	<ul style="list-style-type: none"> The time you became aware of the emergency/critical incident
	WHERE	<ul style="list-style-type: none"> The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the school
REPORT	<ul style="list-style-type: none"> Report serious incidents to the Regulatory Authority in accordance with relevant regulatory requirements. 	
EMERGENCY NUMBERS AND KEY CONTACTS		
NAME	CONTACT INFORMATION	
Emergency Services (Police, Ambulance, Fire Services)	000 (for life threatening or time critical emergencies only)	
Police	www.police.wa.gov.au	131 444
Local Police Station	Cockburn Police Station	(08) 9418 9777
State Emergency Service (SES)	Flood, wind, storm damage	132 500
Poisons Information Centre		131 126 (24 hour line)
Department of Health [including hospitals]	Check local listing or go to: www.health.wa.gov.au	
Nearest Hospital	Fiona Stanley	(08) 6152 2222
Local Government	City of Cockburn	(08) 9411 3444
ABC Radio	AM 774 Broadcasts bushfire & emergency warnings	
Bushfire Information Line	Western Australia	13 33 37
Bureau of Meteorology	www.bom.gov.au	03 9669 4965
Fire Equipment Maintenance	Engage Fire Service	0420 304 145
Department of Human Services Child Protection	www.dcp.wa.gov.au	(08) 9222 2555
Department of Human Services Child Protection (Regional Office)	Fremantle	(08) 9431 8800
Worksafe WA	www.commerce.wa.gov.au/worksafe	1300 307 877
Gas	Altona Plumbing	9455 1137
Electricity	Wester Power	131 351
Water	Water Corporation	131 375
Staff contact information can be accessed via the Easy school software. This information is not replicated here in order to better manage its currency and accuracy.		

Evacuation Diagram

EVACUATION DIAGRAM

Kerry Street
 GOVERNMENT SCHOOL

20 Forrest Road
 Hamilton Hill WA 6163

Classroom and Hall

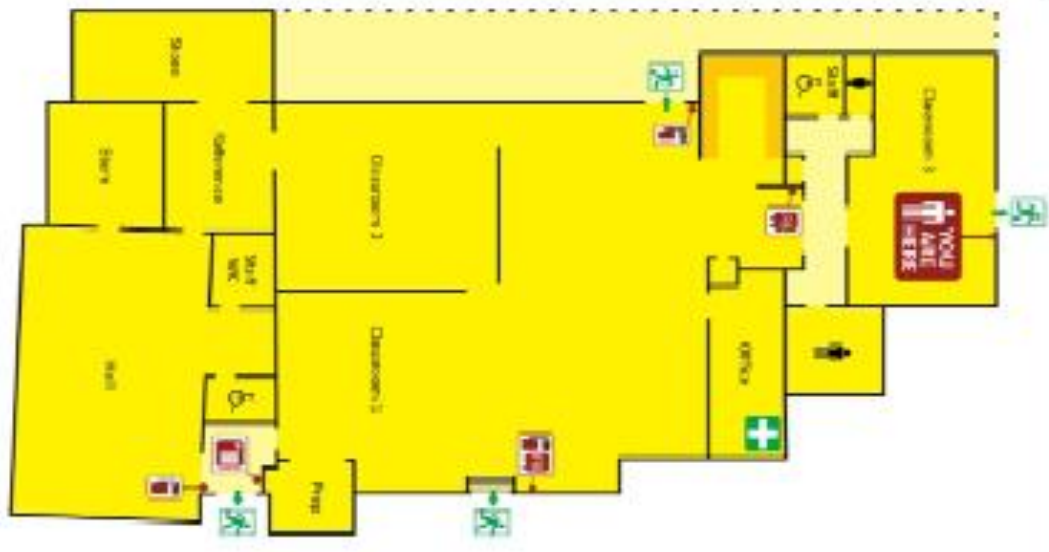
EMERGENCY PROCEDURES

<p>ALWAYS STAY WITH YOUR PERSONAL BELONGINGS IN CLASSROOMS</p> <p>IF SAFE TO DO SO MAKE A SMALL GROUP OF THE ROOM AND SHUT THE DOORS</p> 	<p>TAKE THE MAIN HAZARDOUS EQUIPMENT MAKE A SMALL GROUP OF THE ROOM AND SHUT THE DOORS</p> <p>IF YOU ARE IN THE MAIN HAZARDOUS OCCUPANTS AND MAKE A SMALL GROUP OF THE ROOM AND SHUT THE DOORS</p> 	<p>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CLASSMATE CLASS GROUP HAS DEPARTED NOTIFY TEACHERS TO THE EVACUATION ASSEMBLY AREA</p> 
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EVACUATION ASSEMBLY AREA



LEGEND	
<p> Assembly Area</p> <p> Fire Alarm</p> <p> Fire Exit</p> <p> Fire Alarm</p>	<p> Fire Alarm</p> <p> Fire Exit</p> <p> Fire Alarm</p>
EMERGENCY TONES	
<p>ALARM TONE (BEEPS) - EVACUATION (BEEPS) - EVACUATION (BEEPS) - EVACUATION</p>	<p>EVACUATION TONE (BEEPS) - EVACUATION (BEEPS) - EVACUATION (BEEPS) - EVACUATION</p>



Evacuation Map



ON/OFF SITE EVACUATION PROCEDURE / LOCKOUT PROCEDURE

The below evacuation procedure applies to evacuation on or off site, as well as to lockout. All three of these situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).

EVACUATION PROCEDURE

'Staff in the act of Teaching' Evacuation Procedure:

- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Chief Warden.
- Remain in control of your class group at the Evacuation Assembly Area.

WARDENS (staff not in the act of teaching) Evacuation Procedure:

- Report to the Chief Warden for deployment.
- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Anyone refusing to evacuate must be reported to the Chief Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door.
- Once the evacuation and search is complete, report to the Chief Warden in person at the Evacuation Assembly Area and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Chief Warden.

CHIEF WARDEN Evacuation Procedure:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the Emergency Control Organisation by making the 'Evacuate Announcement' over the P.A. system and activating the Evacuate tone and blowing the whistle
- Issue 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following 3 stages:
 - o Stage 1: Occupants of buildings in immediate danger
 - o Stage 2: Occupants of nearby buildings
 - o Stage 3: If required complete Site Evacuation
- Instruct Wardens to report to you at the Evacuation Assembly Area after their search.
- Relocate to the Evacuation Assembly Area and take control.
- Use the 'Emergency (Evacuation/Lockdown) Checklist' to log Warden and EAA reports.
- Restrict building access and vehicular movement by placing Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the EAA.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify Council President and Department of Education Services. When the Emergency Services declare the building safe, give the "All Clear", control building re-entry and hold a debriefing session for all Wardens.

LOCKDOWN/SHELTER-IN-PLACE PROCEDURE

The below Lockdown Procedure / Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place.

STAFF MEMBER Lockdown/Shelter-In-Place Procedure:

- If outside class time:
 - Yard Duty Teachers direct students to their Home Class Rooms, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
 - Grade Teachers attend Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
 - All other staff report to Chief Warden for deployment.
- If during class time, remain with the class.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet & calm throughout the incident.
- Wait for further instruction from a Warden or Chief Warden.

WARDEN Lockdown/Shelter-In-Place Procedure: (If in the act of teaching see Staff Member above)

- Report to the Chief Warden for deployment.
- Direct Students and Teachers to their Home Class Room, or area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.
- Check designated areas are clear and secure.
- Once the lockdown is complete, report to the Chief Warden and give details of areas secure or anyone requiring assistance.
- Follow any further directions from the Chief Warden.

CHIEF WARDEN Lockdown/Shelter-In-Place Procedure:

- Notify Staff and Wardens verbally of a lockdown or Shelter-In-Place and ring school bell if outside of class time (see EMERGENCY ANNOUNCEMENTS).
- Contact the appropriate Emergency Services.
- If safe to do so, issue 'Warden Duty' cards and deploy Wardens to confirm everyone is accounted for.
- Use the 'Emergency (Evacuation/Lockdown) Checklist' to log Warden Reports.
- Once the Lockdown or Shelter-In-Place is complete.
- Place Wardens at locked building entrances. Only allow students and staff to re-enter.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Council President and Department of Education Services
- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

Emergency Procedures

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

Emergency procedures are published in a red response folder and kept at the Emergency Control Point for ready reference during a response. These red folders contain guidance for all members of the ECO, including:

- Warden duty cards / area breakdowns
- Emergency procedure response guidance
- Personal emergency evacuation plans (PEEPs)

Warden identification is also available at the Emergency Control Point, in line with the requirements of AS3745:2010, Section 5.8.

Kerry Street Community School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (eg. firefighting equipment and communication systems).

Personal Emergency Evacuation Plans (PEEPs) are located at the emergency control point, as is a copy of the emergency procedures. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

FIRE / SMOKE

ANYONE upon discovering fire / smoke:

- Assist anyone in immediate danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact)
- Alert anyone in the immediate area about the fire.
- Commence evacuation via the closest safe exit.

WARDENS upon notification of fire / smoke:

- Report to the Chief Warden for deployment. While performing your duties:
 - Assist anyone in immediate danger if safe to do so.
 - Close doors to prevent fire/smoke spread.
 - Request anyone in the immediate area to evacuate or to assist as necessary.
 - Commence firefighting duties if trained and safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).

CHIEF WARDEN upon notification of fire / smoke:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back in person.

- If fire is evident, call the Fire Brigade and commence evacuation (see **EVACUATION PROCEDURE**).

FLOODING

ANYONE discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact)
- Alert anyone in the immediate area.
- Commence evacuation via the closest safe exit.

CHIEF WARDEN upon being notified of a flood:

- Collect necessary keys and proceed to Reception (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required, call the Fire Brigade.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc) and shut off the source and/or contact the relevant maintenance provider (see **EMERGENCY CONTACTS**).
- If the flood is external, commence lockdown (see **LOCKDOWN PROCEDURE**).

If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**)

ADVERSE WEATHER

EVERYONE during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

CHIEF WARDEN during and after adverse weather:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**). If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

BOMB THREAT

ANYONE receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the “Bomb Threat Checklist” to obtain as much information as possible.
- **RAISE THE ALARM** with a discreet response. Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact) and give details of the threat.

CHIEF WARDEN In the event of a bomb threat received via telephone:

- Contact the Police.
- Ensure the recipient completes a “Bomb Threat Checklist”.
- Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly nominate Staff to act as Wardens and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
 - Direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
 - **If no suspicious item is identified**, determine actions to take on subsequent threats.
 - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
 - Contact the Police to confirm that a suspicious item has been found.
- **DO NOT TOUCH ANY SUSPICIOUS ITEM.**

BOMB THREAT EVACUATION

WARDENS when conducting a Bomb Threat Evacuation:

- Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open.
- Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.

CHIEF WARDEN when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known.
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify Council President and Department of Education Services
- When the Emergency Services declare the building safe, give the “All Clear”, control building re entry and hold a debriefing session for all Wardens.

BOMB THREAT CHECKLIST

DO NOT HANG UP AT THE END OF THE CALL
IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.

Call taken by:	Date: / /
Location & phone number:	

<p>Exact wording of the threat:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<table style="width: 100%;"> <tr> <th style="text-align: left;">Caller's Manner:</th> <th style="text-align: left;">Caller's Voice:</th> </tr> <tr> <td><input type="checkbox"/> calm</td> <td><input type="checkbox"/> slurred</td> </tr> <tr> <td><input type="checkbox"/> angry</td> <td><input type="checkbox"/> nasal</td> </tr> <tr> <td><input type="checkbox"/> excited</td> <td><input type="checkbox"/> stutter</td> </tr> <tr> <td><input type="checkbox"/> slow</td> <td><input type="checkbox"/> lisp</td> </tr> <tr> <td><input type="checkbox"/> rapid</td> <td><input type="checkbox"/> raspy</td> </tr> <tr> <td><input type="checkbox"/> soft</td> <td><input type="checkbox"/> deep</td> </tr> <tr> <td><input type="checkbox"/> loud</td> <td><input type="checkbox"/> ragged</td> </tr> <tr> <td><input type="checkbox"/> familiar</td> <td><input type="checkbox"/> clearing throat</td> </tr> <tr> <td><input type="checkbox"/> laughter</td> <td><input type="checkbox"/> deep breathing</td> </tr> <tr> <td><input type="checkbox"/> crying</td> <td><input type="checkbox"/> cracking voice</td> </tr> <tr> <td><input type="checkbox"/> normal</td> <td><input type="checkbox"/> disguised</td> </tr> <tr> <td><input type="checkbox"/> distinct</td> <td><input type="checkbox"/> accent</td> </tr> <tr> <td><input type="checkbox"/> child</td> <td></td> </tr> <tr> <td><input type="checkbox"/> adult</td> <td></td> </tr> </table>	Caller's Manner:	Caller's Voice:	<input type="checkbox"/> calm	<input type="checkbox"/> slurred	<input type="checkbox"/> angry	<input type="checkbox"/> nasal	<input type="checkbox"/> excited	<input type="checkbox"/> stutter	<input type="checkbox"/> slow	<input type="checkbox"/> lisp	<input type="checkbox"/> rapid	<input type="checkbox"/> raspy	<input type="checkbox"/> soft	<input type="checkbox"/> deep	<input type="checkbox"/> loud	<input type="checkbox"/> ragged	<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat	<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing	<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice	<input type="checkbox"/> normal	<input type="checkbox"/> disguised	<input type="checkbox"/> distinct	<input type="checkbox"/> accent	<input type="checkbox"/> child		<input type="checkbox"/> adult	
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<p>Questions to ask (bomb specific):</p> <p>When will it explode?</p> <p>Where is it right now?</p> <p>What does it look like?</p> <p>What kind of Bomb is it?</p> <p>What will set it off?</p> <p>Did you place the bomb?</p> <p>Other questions to ask:</p> <p>Why did you place the bomb?</p> <p>Where are you?</p> <p>What is your name?</p> <p>What is your address?</p> <p>What number can I contact you on?</p>																															
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ALL THREATS MUST BE TAKEN SERIOUSLY

HAZARDOUS MATERIAL SPILL OR LEAK

ANYONE upon discovering a Hazardous Material spill or leak:

- Assist anyone in immediate danger, if safe to do so.
- **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact)
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

WARDENS upon discovering a Hazardous Material spill or leak:

- Report to the Chief Warden for deployment. While performing your duties:
 - Assist anyone in immediate danger.
 - Isolate the affected area.
 - **DO NOT** attempt to clean up or confine the spill or leak unless you have been appropriately trained.
 - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

CHIEF WARDEN upon notification of fire / smoke:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back in person.

GAS LEAK

ANYONE discovering a Gas leak:

- **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact)
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones.

CHIEF WARDEN when notified of a gas leak:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Send a Warden to investigate the source of the gas leak, and shut off supply if safe to do so.
- If a gas leak is evident, call the Fire Brigade.
- If the leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see **LOCKDOWN PROCEDURE**).
- If the leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

EARTHQUAKE

EVERYONE during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.

- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

CHIEF WARDEN after an earthquake:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens.
- Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

MEDICAL EMERGENCY

ANYONE discovering a Medical Emergency:

- **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact)
- Contact a nearby trained First Aider, if available.

CHIEF WARDEN upon notification of a Medical Emergency:

- Collect the Emergency Procedures folder and assume the role of Chief Warden.
- Nominate available Staff to assist you as Wardens and call First Aider(s) to attend to the casualty(s).
- Direct Wardens to take control of the situation.
- If requested by the First Aider, call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if person is hospitalised, notify the Principal to arrange for next of kin to be notified.

THREATENING BEHAVIOUR / CIVIL DISORDER

ANYONE becoming aware of threatening behaviour or civil disorder:

- If possible, **RAISE THE ALARM:** Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact) and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

CHIEF WARDEN in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.

ARMED INTRUSION

ANYONE caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable, life is not.
- Do not give chase when intruders depart.
- If possible RAISE THE ALARM: Notify Karen Kennedy 0413880329 (First Contact) then School Administration (08) 9335 1471 (Second Contact) and give the location and details of the emergency.

CHIEF WARDEN in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.

PEOPLE WITH DISABILITY / INJURY

WARDENS in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- If any person cannot be moved to the nominated Evacuation Assembly Area:
 - Attempt to move them to a place of safety.
 - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
 - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as a last resort.

CHIEF WARDEN in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

NOTE: It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP's should be kept in the Chief Warden's response folder for distribution/deployment of assistance

BUSHFIRE (see Bushfire Policy)

PANDEMIC ACTIONS (see EMP file)

Emergency Procedures Policy – Attachment D

Recovery

1. Procedure

- A. *Critical Incident Management (CIMP)*** – The school has in place strategies designed to provide a measured response to critical incidents and operational interruptions after the EMP has been completed and an emergency is over (refer to Critical Incident Policy).
- B. *Review*** – A thorough review of the emergency and Incident Management Team (IMT) response is carried out by the Emergency Planning Committee (EPC).