Policy Statement

EMERGENCY ACTION – College Campus

February 2013

Aim
To provide a uniform action plan to be practiced, in preparation for an emergency.

Rationale
All members of the College community need to be aware of the preferred action plan in the event of an emergency such as fire, building damage, toxic emissions, bomb threat or threatening behaviour from an unwelcome visitor on the College campus.

Implementation

In the event of a fire or any emergency inside a building
ALL STAFF – Assess and call 000
Alert SMLC Chief Warden/Wardens and Deputy Wardens

There are two preferred actions:

1. Under the direction of the SMLC Warden/Deputy Warden evacuate those in immediate danger first and others as needed. (Cascading Evacuation). SMLC Chief Warden will be central and will meet Fire Chief and liaise with Wardens.
2. Staff attempt to extinguish the initial fire while the Fire Service is on the way if safe to do so.

NOTIFYING EMERGENCY SERVICES – SMLC Chief Warden/Warden/Deputy Warden/Administration call the fire service on 000 informing them of location – city/state (stay on the line) while sounding the alarm and evacuating the affected area/s first.

EVACUATION: 3 blasts on a whistle or siren

SMLC Warden/Deputy Warden /Administration/Staff are to sound the alarm and direct the College community through the evacuation process.

- Children are to line up and staff will move them quickly and calmly to the OVAL/RESERVE/HARDCOURT or otherwise directed by SMLC Wardens. Follow Evacuation Plans on display in all areas. In a smoke filled environment evacuees may need to get down low and cover mouth (with DRY material) and nose as best they can
- close doors and windows on leaving (if safe to do so) and taking the roll and mobile phone with.
- Where possible and if safe to do so and ensuring safety of children an attempt can be made to fight the fire using a fire extinguisher/fire blanket/hose (smaller than a wheelie bin)
• All staff assist in supervising students, covering wardens
• Adult visitors also need to join the evacuation
• Contractors on site need to be alerted and act accordingly
• Arrange students in class groups and call roll and attempt to ensure everyone is safe, determine who is present by questioning students. Staff TEXT Chief Warden if all present and accounted for with the class details eg class name and teacher. CALL Chief Warden if concerns with missing or injured people.
• Wardens/Deputy Wardens do a methodical sweep of the school. Do not re-enter danger zone always reporting back to the SMLC Chief Warden.
• Groundsmen are to man the entrance to the school stopping all traffic bar Emergency Services from entering. Engage use of mobile to communicate with Chief Warden.

AT ALL TIMES KEEP YOUR GROUP OF CHILDREN TOGETHER – BUDDY UP CHILDREN IN DISTRESS

OUTSIDE duty
• If the fire alarm or whistle sounds while outside then no one is to re-enter a building but staff are to gather students together and move to the nearest assembly point-oval/reserve/hardcourt
• Arrange students in class groups and call roll and attempt to ensure everyone is safe, determine who is present by questioning students. Staff TEXT Chief Warden if all present and accounted for with the class details eg class name and teacher. CALL Chief Warden if concerns with missing or injured people.
• Wardens and Deputy Wardens will direct staff and students and ensure an adult is at each assembly point. Keep Chief Warden informed at all times by TEXT or CALL.

LOCK DOWN
• If a staff member encounters an aggressive person they are to remain calm and if safe to do so suggest that the person leaves the school grounds
• Do not attempt to act as adjudicator
• If aggression continues every attempt is to be made to notify the Office/another staff member to engage a LOCK DOWN.
• call the police immediately (000) and engage a lock down

LOCK DOWN: 1 long (10sec) blast of a siren or whistle
• Students and staff are to remain in the classroom, staying down low and out of sight and silent as best as possible, preferably a staff member or adult with each cluster of students.
• An adult to secure all window and external doors and switch off lights.
• If, in the event of a lock down, and the classroom is considered to be at risk, staff are strongly encouraged to move the children to the safest/closest available room, staying down low and hiding out of sight as much as possible.
• Staff members need to check the roll to determine the location of all children.
• Staff and students are to stay in this position until a senior staff member visits or a general “all clear” is given.
• A staff member may answer the phone but if the initial words are not a greeting followed by instruction or by the words “all clear’ then assume that a danger still exists.
• Lock down will stay in place until designated staff members either phone through or present in person with greeting and words ‘all clear’.
• Wardens and Deputy Wardens may be called upon to help in these situations.
• CALL using mobile on silent or TEXT to communicate to Chief Warden, confirming safety of all.

AT ALL TIMES KEEP THE GROUP OF CHILDREN TOGETHER - BUDDY UP CHILDREN IN DISTRESS

OUTSIDE duty
• Staff members or adults to calmly gather and lead all children into the nearest secure room via the shortest possible route unless otherwise directed, locking doors and windows behind them and turning out lights.
• Staff and students must then stay down low and out of sight. Follow processes as mentioned above.

BOMB THREAT – Evacuate under the direction of the Chief Warden to a predetermined location.

Receipt of Threat
By Phone:
• Remain calm
• Endeavour to keep caller on the line for as long as possible and alert others
• Obtain as much information as possible and record
• Notify Police and SMLC Chief Warden
In Writing:
• Alert the Police and nearest Warden immediately to begin evacuation

The Evacuation
• Evacuate in cascading motion from the area/s most in danger first followed by complete evacuation. Evacuate to location other than predetermined locations
• Keep students together in class groups
• Chief Warden directs evacuation
• Volunteers fall in with class groups
• Inform contractors of evacuation

SHELTER IN PLACE— 2 blasts of a siren or whistle

In some situations it is safer for the students to be indoors. At these times all staff return to their classroom and monitor students and await further notifications if necessary

Some examples of a SHELTER IN PLACE include: strong winds or violent storm, heavy smoke or bushfire in the area, gas leak in the area.
SLEEPOVERS ON CAMPUS

In the event of a planned sleep over on campus staff and supervising adults, under the direction of staff need to make themselves familiar with the location of exits and fire extinguishers and the emergency evacuation plan and location of assembly points. They need to establish telephone access either through a land line or mobile. Exists need to be kept clear at all times. First priority is the safety of everyone present followed by alerting the fire service and an attempt can be made to extinguish a fire if possible.

EVACUATION/LOCK DOWN DRILLS

- Emergency drills need to be treated with respect from staff and students.
- Drills need to happen termly and staff need to be aware of the drill occurring
- Staff follow the direction of Wardens who report to the SMLC Chief Warden
- Prepare students for possibility of smoke filled room – crawl
- Staff need to control student movement as best as possible according to evacuation plans, but make safe decisions accordingly.
- Students need to move quietly to enable effective communication by wardens and staff
- Gather students for ease of counting and roll call
- Feedback as needed
- First Aiders aim to attend different assembly points

PREPARING FOR AN EMERGENCY

- Appoint and train Wardens/Deputy Wardens. (Trained Person/Chubb/Powerpoint)
- Train all staff in use of a fire extinguisher (Chubb/Fire Service/Powerpoint)
- Ensure SMLC Chief Warden has white cap, school maps and phone and mobile on hand
- Ensure Wardens have red cap, whistle and torch on hand
- Ensure Deputy Wardens have yellow caps on hand
- Ensure all staff have correct contact numbers for Chief Warden in mobiles and visa versa or on hand near phone system
- Talk through procedures with students in a serious manner
- Primary classes working with heat plan for an extra adult present
- Practice lock down and evacuation drills termly
- Senior staff be prepared to assume leadership role at assembly areas if no Heads of School or Wardens/Deputy Wardens present
- Ensure evacuation plans are in place and sirens audible and in working order
- Respect the need for awareness
- Review accordingly
- Wardens and Deputy Wardens meet with OHSW Officer twice a year for review and updates
- Groundsmen equipped with walkie talkie in good working order.
- All staff have contacts in mobile phone.
Definitions
SMLC Chief Warden – Oversees all wardens, liaises with Emergency Authority, point of contact for all Wardens and staff for status of emergency and issues with missing students/persons (White Cap)
Warden – lead role in emergency action, coordinate evacuation (Red Cap)
Deputy Warden – Supporting role, go between (Yellow Cap)
First Aider – Senior first aid training (Green Cap)
Fire Chief – Metropolitan Fire Chief
Ambulance
SES

References
Metro Fire Service
CFS
Ambulance
SES

Review Date and Specifications
January 2015