

Coolbinia Primary School



Emergency Management Plan

EMERGENCY AND EVACUATION PROCEDURE

Staff need to be familiar with the following procedures should the need arise. This procedure has been prepared with input from Fire Brigade and local knowledge as well as consulting the School Evacuation and Procedures Manual.

Threat Medical or Physical:

Staff to press emergency buzzer in (ECE only) disabled toilet to notify admin. Red card to also be sent.

EVACUATION:

Continuous chime over PA or continuous siren or whistle (if power is out)

LOCKDOWN:

Sets of 3 blasts of the siren repeated at intervals

• PA announcement – Code Black

In the event of a lock-down stay inside the classroom/library/dental van with all doors with outside access locked. (Including wet area doors.) Class list check. Correspondence will be via PA/telephone/walkie talkie. Remain in a lock-down situation until told **Code Green**.

• Code Red – Critical Incident PA/telephone/walkie talkie announcement – keep students in classrooms until notified of **Code Green**.

SITUATION

FIRE

- Classroom fire – evacuate immediate vicinity
- Partial or complete school evacuation - Principal
- Windows/Rooms closed off to prevent smoke inhalation/ to contain fire
- **DO NOT RE-ENTER** fire damaged area

BUSHFIRE

- Use identified Safe Haven
- Children kept indoors and seated
- Air conditioning fan off / water on
- Close doors and windows
- Teacher to have class register at hand
- Wait for further advice from Block Warden/Principal
- **NB** Specialist teachers return children to home room/safe haven (if safe to do so)

- **NB** class teacher resumes responsibility.

BOMB THREAT

- Admin and Police notified
- Class teachers & wardens to identify items foreign to the location
- Principal to manage until suspect package located. Then police assume control
- Leave windows/doors open

GAS LEAK

- Evacuate immediately, upwind of leak, and follow procedure
- Notify gas authority & FESA
- Incident manager to isolate gas supply and ignition sources

EARTHQUAKE

- During initial stages children are to remain in class and are best served sitting calmly under their desk
- Report injuries to Block Wardens at assembly area
- First Aid station will be at Parent Car Park – Disabled Bay/or as required
- Block Wardens and/or Principal will instruct school on evacuation procedures should that be necessary
- Teachers are to wait for these instructions and have class register at hand
- Check proposed evacuation route for structure safety before evacuating
- Evacuation: follow procedure
- Block Wardens will communicate with staff and after DHW
- **All Clear**; the Principal will give the signal to resume class.

CYCLONE

- Use identified Safe Haven
- Secure windows, doors, loose objects
- Wardens to check damaged buildings, walkways, fallen power lines, debris, flooded areas, prior to any people movement.

FLOODS

- Identify flood-prone areas within the school site
- Use identified Safe Haven
- Identify alternative high ground areas
- Evacuate as directed

Sir David Brand School

Cerebral Palsy Car park

Class Positions in evacuations

- MUSIC/ DENTAL
- ROOM 12
- ROOM 11
- ROOM 10
- ROOM 9
- ROOM 8
- ROOM 7
- ROOM 5
- ROOM 4
- ROOM 3
- ROOM 2
- EC 6
- EC 5
- EC 4
- EC 3
- EC 2
- EC 1

Parent Car park

School Grounds

NB: DO NOT re-enter building after evacuation, until ALL CLEAR given.

Management of Critical Incident (on or off school site)

Stay at incident site where possible

1. Notify Principal
2. Notify emergency services (ambulance, police, fire service etc)
3. Administer First Aid where appropriate.
4. Ensure safety of those in your care by
 - Evacuation if required.
 - Providing proper supervision.
 - Screening and securing incident site.
 - Discouraging onlookers.
 - Leaving rescue to the experts.

Updated February 2016