



Gooseberry Hill Primary School

EMERGENCY MANAGEMENT PLAN

Plan completed **November 2004**

Review date **March 2006**

Copy lodged with District Education Office

EMERGENCY MANAGEMENT PLAN

The purpose of this plan is the

- prevention of;
- preparedness for;
- response to and good management of;
- recovery from; and
- review of

Emergencies and Critical Incidents which impact on the school in order that:

- Injury is prevented, minimized or effectively dealt with.
- Trauma and distress to students and staff and damage to property are minimized.
- There is containment of effect of a critical incident on the school community.
- The school is returned to normal functioning as quickly as possible after the event.
- Likelihood of further traumatic incidents occurring is minimized.

Definitions

Emergency:

An event, actual or imminent, which

- occurs on or off site;
- endangers or threatens to endanger life, property or the environment; and
- requires a significant and coordinated response.

Critical Incident:

An incident in which there is a high likelihood of traumatic effects, evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school or system 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.

A critical incident will often involve rapid time sequences, attract media attention, and require interventions from DoET and inter-agency partners in order to achieve a recovery to normal operations.

Incident Manager:

The person responsible for the overall control of an emergency or critical incident, usually principal/site manager or delegate.

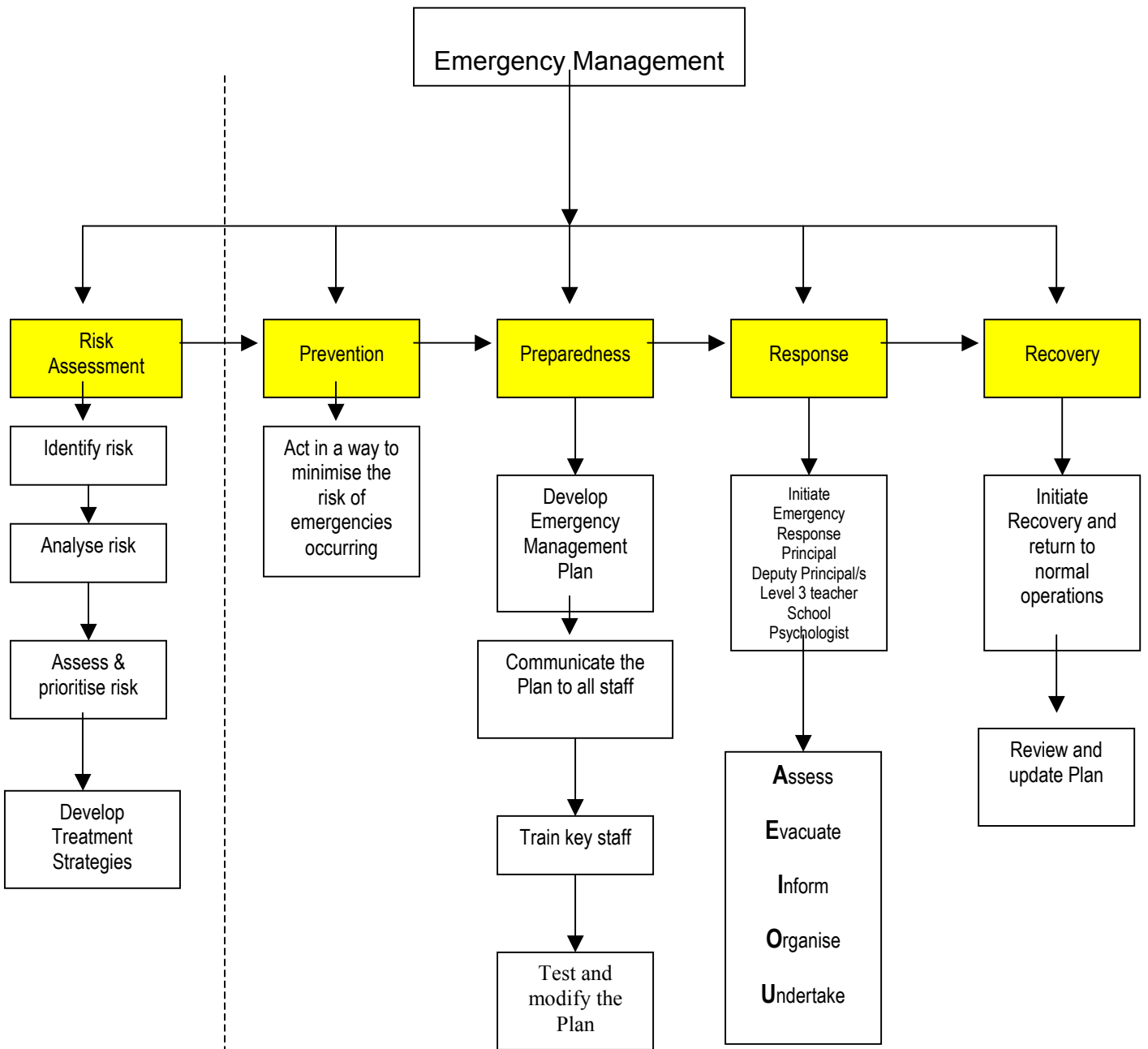
Hazard Management Agency:

The organization designated with responsibility by legislation or in State level emergency management plans.

Emergency Coordination Centre:

The facility established to coordinate and organise emergency management provision of services.

AN ALL HAZARDS APPROACH TO EMERGENCY MANAGEMENT



Adapted from
Risk Management Policy

Adapted from *Australian Emergency Management Arrangements (Emergency Management Australia)*

RESPONDING TO EMERGENCIES AND CRITICAL INCIDENTS

Please note that all emergencies and critical incidents in schools must be handled promptly, by considering the following:

◆ **Assess:**

- student safety
- staff safety
- community safety
- danger to property
- need for emergency services

◆ **Evacuate:**

- Who? All persons in danger or likely to be in danger.
- Where to? Designated assembly area.
- How? Via the designated route or the safest possible route.

◆ **Inform**

- Principal
- Teachers
- Director
- Students
- Parents
- Other schools
- Other agencies

In emergency situations the Incident Notification form (Appendix B) can be completed by District Office staff during the notification phone call.

◆ **Organise**

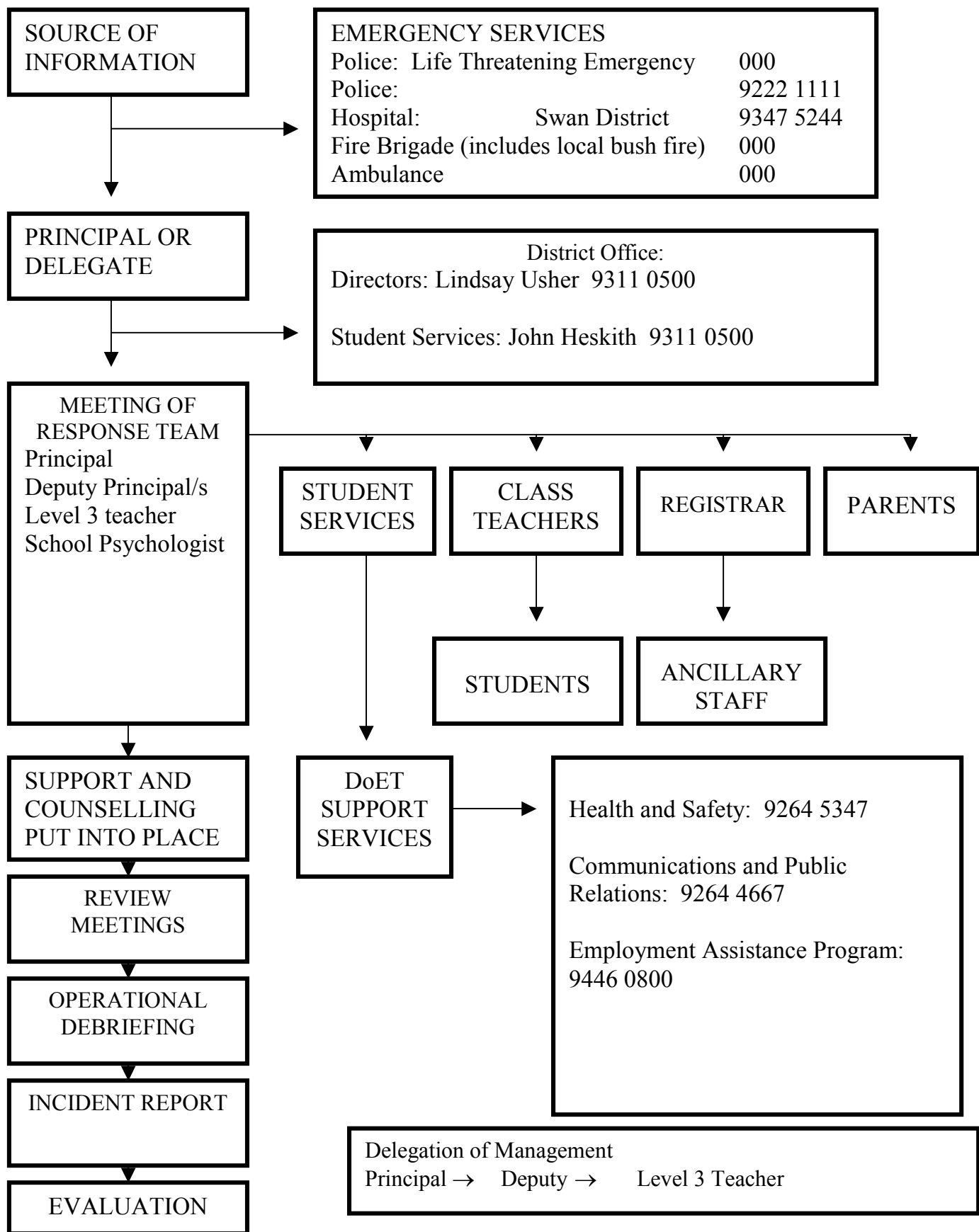
- Support
- Resources
- Notices/statements.

◆ **Undertake**

- Recovery
- Review

N.B. All DoET employees must be mindful of their responsibility for confidentiality related to emergencies and critical incidents.

OVERVIEW OF EMERGENCY MANAGEMENT PLAN



EVACUATION

EMERGENCY SIGNAL

SIREN

x 3 pause x 3
or

Continuous Handbell

1. Obey the teacher
2. Do not panic
3. Go to the school oval
4. Join your class
5. Tell teacher if someone is missing.
6. Wait for instructions

To be displayed in all rooms

EMERGENCY AND EVACUATION PROCEDURE

Staff need to be familiar with the following procedures.

WARNING:

*Identified by 2 x 3 blasts of the siren or continuous ringing of hand bell.
PA system may be used if circumstances permit.*

SCHOOL ORGANISATION

Zone 1	Early Childhood area (ie K & P)
Zone 2	A Block, canteen & Administration area
Zone 3	B Block, Undercover area & library

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 evacuation pack at hand
- Wait for further advice from Principal

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.
- If evacuating, students leave bags
- 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 Principal
- First Aid station will be at Staff Car Park
- Principal will instruct school on evacuation procedures should that be necessary
- Teachers are to wait for these instructions and have evacuation pack at hand
- Check proposed evacuation route for structure safety before evacuating
- Evacuation: follow procedure
- After **All Clear** the Principal will give the signal to resume class.

EVACUATION **Teachers will be advised if alteration to planned route is required.**
(if necessary)

- Exit children in orderly manner using the following routes
- Class teacher must take emergency pack
- Education Assistants take charge of students with disabilities

K & P

- Assembly on lawn area outside sports shed then proceed to school oval via safest route
 - Class teacher to check toilets

A Block

- Exit using outside doors and proceed to school oval via footpath in Huntley St
 - Room 3 teacher to check toilets
 - Room 6 teacher to advise and check canteen if operating that day
 - Registrar to take palm top and first aid kit (including specific medication) and mobile phone (must be kept charged at all times) to evacuation point if necessary
 - Deputy (1) to check staff room and toilets
 - Principal to contact appropriate authorities and assume command

B Block

- Exit through outside doors leading to grassed area in front of sports shed and then proceed to school oval via safest route
 - Room 12 teacher to check girls toilet
 - Room 9 teacher to check boys toilet
 - Deputy (2) to check library and music area

All other staff not associated with a class must proceed either to administration or oval to be deployed as necessary by the principal.

In all situations the class teacher is to resume responsibility for class and meet at the designated Evacuation Assembly Area

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

Emergency Pack: (must be located near to door and maintained)

Must contain

- List of students for that area
- List of adults usually working in that area
- Whistle
- Basic first aid kit

SUPPORT SERVICES AND EMERGENCY PHONE NUMBERS

For Emergency Police, Fire or Ambulance Attendance **000**

Police:	9222 1111	Hospital: Swan Districts	9347 5244
Fire & General Enquiries	9323 9300	Royal Perth	9224 2244
Canning District Office	9311 0600	DoET	
District Director	9311 0500	Main Switchboard	9264 4111
Manager Student Services	9311 0500	Security	9264 4771
		OH&S	9264 5347
		Public Relations & Communications	9264 4667
DCD Midland	9274 9411	Kalamunda Shire	9257 9999
Crisis Care	9223 1111	Interpreter Service (24 hrs)	13 14 50
Western Power	13 13 51	Kleenheat Gas	132 180
Telstra	13 22 00	Health Direct:	1800 022 222
SES:	1300 1300 39	Poisons Information	13 11 26

HAZARD MANAGEMENT AGENCIES (HMA LIST BY AGENCY)

AGENCY	HAZARD
Department of Agriculture 9368 3666	<ul style="list-style-type: none"> Exotic Animal Disease
Department of Conservation and Land Management 9334 0333	<ul style="list-style-type: none"> Fire (CALM managed land other than in Gazetted Fire Districts)
Department of Health 9222 4222	<ul style="list-style-type: none"> Human Epidemic
Fire and Emergency Services Authority 9323 9300	<ul style="list-style-type: none"> Earthquake Fire (CALM managed land in Gazetted Fire Districts) Fire (Rural and Urban in Gazetted Fire Districts) Flood Hazardous Materials (including radioactive materials) Landslide Storm/Tempest Tropical Cyclone Tsunami
Office of Energy 9420 5600	<ul style="list-style-type: none"> Fuel Shortage Emergencies
WA Police Service 131 444	<ul style="list-style-type: none"> Air Transport Emergency Land Search and Rescue Nuclear Powered Warships Road Transport Emergencies Sea Search and Rescue Space Re-entry Debris
Water Corporation of WA 13 13 75	<ul style="list-style-type: none"> Dam Break (including major hydraulic structures but only those for which WCWA are the managing agency)
Public Transport Authority 9326 2000	<ul style="list-style-type: none"> Rail Transport Emergencies (only those rail systems for which Westrail is the managing agency)