



Clifton Creek Primary School Emergency Management Plan

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1. WHAT'S IN THE PLAN

- 1.1 The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which emergencies will be managed by the school. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency AND that preventive measures will have been implemented to reduce the impact of an emergency which occurs.

An emergency includes the following:

- fatality/ serious injury/serious assault/sexual assault
- siege/hostage/firearms
- disappearance or removal of student
- bomb threat
- collapse/major damage to building or equipment
- motor vehicle collision/impact with school
- impact by equipment/machinery/aircraft
- fire in school building/bushfire
- fumes/spill/leak/contamination by hazardous material
- outbreak of disease
- flood/wind storm or other natural event

- 1.2 The plan is intended to be flexible. Procedures have been developed which should assist the school to manage emergencies ranging in nature and intensity from small-scale localized incidents lasting minutes or hours and which are managed by the school, to large-scale incidents which require external assistance and which may last for several days. It identifies roles and responsibilities of staff, students and visitors during an emergency. It describes actions to be followed in the case of specific types of emergencies.
- 1.3 All incidents likely to affect the safety and wellbeing of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.
- 1.4 An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning.
- 1.5 The plan is to be reviewed annually by the school council policy committee. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.
- 1.6 A copy of the plan is to be sent to local police and fire authorities for endorsement and to ensure that safe and correct procedures have been identified for use during emergencies.

2. ABOUT THE SCHOOL

- 2.1 Clifton Creek Primary School is located in a small rural community which draws its students from local families and Bairnsdale, 20km away. The school consists of Mod 5 admin/classroom, a Mod 5 classroom, a mud-brick art room, a library, hebel-brick lab and mod-wood outdoor performance area. Covered ways connect some of the buildings and mod-wood decking is at the entrance to the Mod 5 classrooms and library. The school has a population of 51 students. Most students travel by bus to the school via a bus run. The remainder is transported by parents in private cars.
- 2.2 The road on which the school lies is also used by a number of heavy trucks transporting gravel from a nearby gravel pit back to Bairnsdale.
- 2.3 Approximately 0.5km north of the school the road surface changes from bitumen to gravel and a short distance later the southern boundary of the state forest is reached.
- 2.4 Mobile phone coverage through Telstra is much improved and can now be relied upon for communications should landlines be unavailable.
- 2.5 All water at the school is supplied by tanks. Two concrete tanks at the north of the classroom Mod 5 building have a capacity of 44,000 litres. Attached to these is a firefighting pump, sprinklers and two fire hoses (20 metre and 10 metre). Three plastic tanks to the east of the performance stage have a capacity of 57,000 litres. Once the fire danger period commences each year, tank levels will be monitored and replenished as necessary.

3. IDENTIFYING THE RISKS

- 3.1 The school is at risk each year during the bushfire season. It is particularly vulnerable to bushfire as it is surrounded by heavily timbered and hilly country. The timber construction of the school makes it vulnerable to fire at all times of the year. The administration building at the school has been identified as the refuge in case of emergency.
- 3.2 There is a risk of vehicle collision related to other traffic passing on the road or pedestrian accidents if students venture onto road without adequate supervision. There is also the potential of an accident turning into the school driveway as well as driving out of the drive way.
- 3.3 The school is reliant on tanks for all its water requirements. There may be shortages or decreases in water quality in times of drought although to date this has not been significant.

- 3.4 The adjacent bush land near the school provides an occasional venue for school activities including bushwalking, bike education, science and community programs. It presents a risk for students/staff that could become lost or suffer physical injury including snake bite. In the event of unauthorised removal of a student from the school, the bush would offer cover if it were used as a means of escape. The risk is also of snakes coming into the school grounds.
- 3.5 The school participates in regular excursions and occasional camps to locations which are considerable distance from the school . Using either private vehicles, belonging to staff and families or a community bus has potential risks, although all vehicles transporting CCPS children will have comprehensive insurance.
- 3.6 Emergency medical treatment, ambulance, fire brigade and police must come from Bairnsdale, which is likely to result in a minimum attendance time of fifteen minutes.
- 3.7 Due to its isolation the school is particularly vulnerable should there be threatening intruders. This is the case for all types of emergencies including the fact that emergency vehicles have limited road access; ie, there is only one sealed road in and out.
- 3.8 High strength winds may cause trees and branches to fall in school grounds.

4. COORDINATING THE SCHOOL'S RESPONSE

- 4.1 Reporting an emergency in the school.
Students should report an incident immediately to an adult within the school. Teachers should report an incident immediately to the principal or office staff or designated person second in charge. The principal or office staff or designated person second in charge will immediately **REPORT— '000'** (POLICE, FIRE, AMBULANCE if required)
State Emergency Services **132 500** and to the Department's Emergency and Security Management Unit on **(03) 9589 6266**.
- 4.2 Reporting an emergency at a camp or excursion.
An emergency which occurs during a camp/excursion is to be reported by the supervising teacher to the emergency services. **REPORT— '000'** (POLICE, FIRE, AMBULANCE if required)
State Emergency Services **132 500** and to the Department's Emergency and Security Management Unit on **(03) 9589 6266**. The principal is then to be advised. The principal will attend if the incident is within an hour's travelling time from the school. In other cases, the school will ask the regional office to send an officer to the incident to assist staff at the scene and to liaise with the school.
- 4.3 Emergency to be coordinated from the administration office.
The coordinator will manage the emergency from the administration office, or other alternative safe area. For the duration of the emergency, staff should not enter the coordinator's office except when undertaking a task directly related to the emergency.

5. ROLES AND RESPONSIBILITIES

- 5.1 Principal to coordinate activity during an emergency. In the absence of the principal, the next most senior permanent school teacher will carry out the role of coordinator. One of these people will be at the school at all times.
- 5.2 Teachers will be directed by the coordinator during the emergency and should not initiate any action related to the emergency without the coordinator's authorisation. This does not prevent a teacher taking action which 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.
- 5.3 The coordinator is responsible for:
- notification of emergency services and the regional office
 - alerting staff and students about the emergency evacuation of staff, students and visitors
 - provision of resources to manage the emergency liaison with emergency services
 - delegation of duties to staff as required
 - communication with staff, students and parents
 - maintenance of staff and student welfare.
- 5.4 Teachers are responsible for the safe and orderly evacuation of students when instructed by the coordinator to do so. Teachers will ensure that all students are accounted for and will check storerooms and toilets as indicated on the classroom emergency action card. The attendance roll and emergency action cards are to be taken to the evacuation assembly area.
- 5.5 Turn off all appliances if time permits including stoves, heaters, pilot lights, light switches. Close doors and windows before leaving the classroom.
- 5.6 Teachers must supervise their students at all times. If directed to another task by the coordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.
- 5.7 General office staff will deal with routine enquiries from staff and will assist the coordinator during an emergency. Office staff will be responsible for general telephone communications, including notification of parents, at the direction of the coordinator.

6. COMMUNICATIONS: KEEPING IN TOUCH WITH EVERYONE

6.1 Alerting the school.

Students will be alerted by a series of three long blasts on a whistle. Whistles for this purpose will be stored and labeled as such in the administration office and in each of the class rolls. An announcement will be made instructing staff and students about action to be taken.

6.2 The general office telephone is only to be used for emergency communications. The school has two telephone lines, use of mobile phones cannot be relied upon. The cordless telephone is to be used during an emergency by the coordinator to liaise with emergency services and the region's emergency management office. The Department's Emergency and Security Management will be notified immediately via this phone. To minimise overloading the school telephone, calls must be restricted and should be brief.

6.3 A printout of student records is to be taken by office staff if an evacuation of the school is required. Being a CHESS school, all computer-based administration information is backed up centrally by DEECD at a location remote from the school.

6.4 Teachers are to take class records including attendance rolls, student record cards and emergency action cards with them if the classroom is to be evacuated.

6.5 An information centre will be established 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 coordinator.

6.6 CCPS will be advised by emergency services with respect to vehicles driving out of school during an emergency. Parents can contact emergency services for advice before travelling out to CCPS.

7 ALL ABOUT EVACUATION

7.1 The coordinator will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger area. When moving to the designated evacuation area students must be moved away from the danger zone NOT towards or through the affected area. Teachers should not evacuate students unless instructed to do so by the coordinator.

7.2 Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the coordinator to perform a task which prevents effective supervision being maintained, it is the teacher's responsibility to arrange for

alternative supervision before engaging in other tasks.

7.3 The coordinator will specify the type of evacuation required from one of the following:

- to another building
- within the school ground
- beyond the school

7.4 Evacuation to another building may occur when the danger is confined to one wing of the school.

7.5 Evacuation within the school ground may occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school.

7.6 *Evacuation beyond the school* may be required if the emergency affects the whole school.

7.8 Food, water, shelter and toilet facilities will be required if evacuation occurs.

7.9 No student is to leave the school or the evacuation area with a parent or other adult unless specific authorisation to do so has been issued by the coordinator.

7.10 Parents attending the school are to be directed to the information centre where a member of staff nominated by the coordinator will be available to provide information concerning the welfare of students and other information about the emergency. The coordinator will also designate the area to be established as an information centre.

7.11 Internal Lockdown procedures will be communicated as necessary (unfriendly intruder/siege/hostage/firearms) with the exchange of ALERT tokens kept in each room of the school. Emergency Posters located in each classroom will give clear instructions in the event of an Internal Lockdown.

8 SUPPORTING THOSE AFFECTED

8.1 The principal will convene a recovery management group when staff or students have been traumatised or are likely to suffer long-term effects as a result of their exposure to an emergency. The group which will include staff, students, and Department support personnel will be responsible for development and implementation of a recovery program to those affected.

8.2 The region office will normally ensure that recovery support is provided to the school. Support will normally be provided by district psychologists and social workers, and external consultants engaged by the Department where necessary.

8.3 CCPS will have a Fire Practice drill each term (four annually). The Fire Pump also will be tested at this time, as well as at the commencement of the fire danger period.

9 EMERGENCY CONTACT TELEPHONE NUMBERS

POLICE:	MELBOURNE AREA 000 COUNTRY AREA (03) 51520 500
AMBULANCE:	000
SES:	132 500
FIRE BRIGADE:	000
DOCTOR:	BAIRNSDALE MEDICAL GROUP 5152 4123 MACLEOD ST MEDICAL GROUP 5152 5145
HOSPITAL:	LOCAL EMERGENCY CENTRE: (03) 5150 3333
EMERGENCY AND SECURITY MANAGEMENT UNIT, DEECD:	TWENTY-FOUR HOURS: (03) 9589 6266

10 SITE PLAN

The site plan identifies key features for emergency use:

- access roads and gates
- water, gas, electricity connections
- evacuation assembly areas
- locations of hazardous materials
- fire protection equipment such as hose reels and hydrants,
- water tanks and pumps

Copies of the site plan will be distributed to the local Sarsfield and Mt Taylor Rural Fire Brigades as well as to the Bairnsdale Fire Brigade.

A copy of the site plan will be displayed in each classroom, the staffroom, the general office, the art room, the lab and the library.

- Emergency Action posters for each classroom with site plan attached with identified evacuation assembly area – (Administration building)

**CLIFTON CREEK PRIMARY SCHOOL
EMERGENCY MANAGEMENT PLAN**

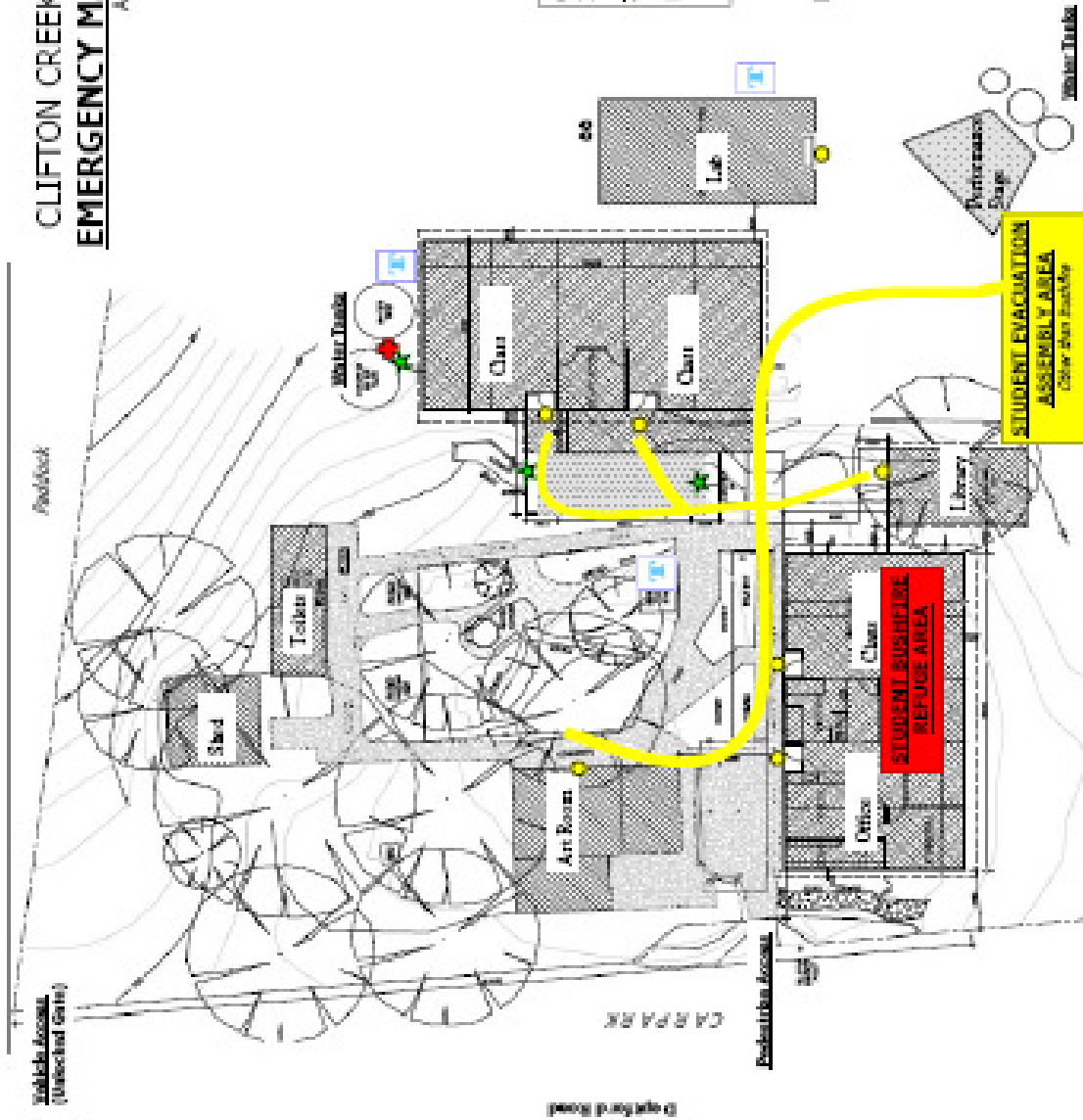
April 2010



1020 Deptford Rd
Clifton Creek 3875
Ph 51579251

Region # 32 GIPPSLAND
School #3684

Gas Bottles
 Fire Extinguisher
 EVACUATION POINT (door)
 Fire Hose Tap
 Fire Fighting Pump
 (A)



- Evacuation Procedures**
- Wait for a warning siren (whistle) with evacuation instructions.
 - If safe to do so, turn off electrical equipment.
 - Close all windows and doors-**Do not lock.**
 - Take class roll to evacuation point.
 - Evacuate to assembly area in a group.
 - Check class roll to ensure all students/teachers are accounted for.

DRILL CHECKLIST – 2011 - 2012

	DATE	SIGNATURE
TERM ONE		
TERM TWO		
TERM THREE		
TERM FOUR		

This version of CCPS Emergency Management Plan was ratified at School Council on