



**WILD
CHERRY
SCHOOL**

For Waldorf/Steiner Education

EMERGENCY MANAGEMENT PLAN

POLICY

In line with the aims of the Department of Education and Early Childhood Development (DEECD) and Department of Education and Training, Wild Cherry School and Kindergarten (hereafter referred to as 'the School') aims to provide a safe and secure environment for children, staff and volunteers who work or participate at the school. The objective of this policy is to minimise, during an emergency or critical incident, trauma and distress to students and staff and damage to property and to ensure the teaching and learning program is maintained or resumed as soon as possible.

The principles underpinning this policy are:

- Leadership – the School Leader retains responsibility for emergency and critical incident management
- Safety - the safety and well-being of individuals is paramount
- Graduated response - the level of response can be at the school, local, regional or system level depending upon the level of support required
- Support - may be from within or external to the school provided it is co-ordinated, timely and appropriate
- Communication - to be based upon verified information and given in a timely manner

The policy addresses the phases of emergency management, which are:

- Preparedness for
- Response to
- Recovery from; and
- Review of emergencies and critical incidents

All school employees should be mindful of their responsibility for confidentiality of information related to emergencies and critical incidents. Emergencies and critical incidents can vary significantly in duration. Some will be discrete and short in duration others may be protracted and last for days or weeks. The effective and efficient management of emergency incidents is critical to the safety and well being of students, staff and school visitors, as well as essential in minimising damage to school property. The aim of this policy is to provide a safe environment for all, irrespective of a variety of emergencies that may occur.

This policy will be communicated to staff and students via their respective induction packs, staff meetings, and regular drills.

Emergency and evacuation procedures are rehearsed every three months.

AUTHORISATION

Signature Board Secretary
East Gippsland Steiner Education Group Inc.
Date authorised: 19 February 2019

CONTENTS

Emergency Management Plan Implementation Guidelines.....	Page 2
Roles and Responsibilities in an Emergency.....	Page 2
Register of Essential Services.....	Page 3
Required Information when contacting Emergency Services.....	Page 3
Classroom Evacuation.....	Page 4
Emergency Management Procedure.....	Page 4
Evacuation Procedure.....	Page 5
Lockdown Procedure.....	Page 6
Shelter-in-Place Procedure.....	Page 7
Specific Emergencies.....	Page 7
Communications.....	Page 10
After an Emergency.....	Page 10

EMERGENCY MANAGEMENT IMPLEMENTATION GUIDELINES

First response – any emergency

In the event of any emergency the following initial procedure should be followed:

- ✓ Ensure you are in no danger
- ✓ Assist anybody in immediate danger, without endangering yourself
- ✓ Ensure that all staff and students are safe
- ✓ RAISE THE ALARM. Notify the office and ensure that emergency services are contacted
- ✓ Restrict the danger area
- ✓ Refer to the detailed procedures relevant to the incident

ROLES AND RESPONSIBILITIES IN AN EMERGENCY

Staff

Staff are to maintain familiarity with the Emergency Response procedures and have the evacuation route maps and information readily available in the classroom.

Students

If students become aware of an emergency or hazard, they are to notify a staff member or the office immediately. If students find themselves in an emergency, they are to follow the instructions of their teacher at all times.

REGISTER OF ESSENTIAL SERVICES

AMBULANCE, FIRE, POLICE	000	
BAIRNSDALE POLICE	5150 2600	45-47 Main St, Bairnsdale
Victorian Bushfire InfoLine	1800 240 667	
SES	132 500	
SES – Storm Threat InfoLine	1300 842 737	
ABC Radio	828 AM	
BAIRNSDALE HOSPITAL	5150 3333	Day St, Bairnsdale
NURSE ON CALL	1300 60 60 24	
POISONS HOTLINE	131 126	
Water	1800 671 841	East Gippsland Water Emergencies
Power	13 17 99	SP AusNet

REQUIRED INFORMATION WHEN CONTACTING EMERGENCY SERVICES:

LOCATION	WILD CHERRY SCHOOL
ADDRESS	14-28 Mc Kean St / Corner Ross St, Bairnsdale
TYPE OF INCIDENT	(e.g. Fire, Medical Emergency, Hostage, etc.)
PERSONS INVOLVED	(number of injured, trapped, etc.)

OUR PHONE NUMBER:	03 5152 1966
School mobile phone:	0490 966 541
School Leader: Uli Hasel	0438 523 731

CLASSROOM EVACUATION

Evacuation

1. Close doors and windows and turn off electrical and gas appliances **if time and safety allow.**
2. **Take the attendance roll** with you to the evacuation area.
3. **Leave the building** in a quiet and orderly manner – never run. Check classroom and allocated areas to ensure all students and adults have evacuated.
4. **Move away from the danger zone** at all times. When the planned evacuation route moves you closer to the danger zone take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged.
5. **Evacuate** to McKean St paddock on south side of house.

When safely away from the danger zone

6. **Mark the attendance roll** and account for all students.
7. Ensure students remain together in their class group.
8. **Do not leave students unsupervised.** If required to complete task, arrange for alternative supervision first.

Release of students to parents or other adults

9. **Record the name of the student,** the adult, destination and time of release.

EMERGENCY MANAGEMENT PROCEDURE

School Leader or nominated delegate (Finance Manager or Admin Assistant)

1. Assess the danger posed by the emergency:
 - a. Identify affected parts of the school
 - b. Assess likelihood of the danger spreading
 - c. Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids
2. Decide on the basis of this assessment whether evacuation is required
3. Ensure that the appropriate emergency services are advised
4. Direct evacuation as required
5. Take copy of Emergency Management Procedures
6. Proceed to School assembly area and liaise with staff re: evacuation
7. Advise emergency services of any further details
8. Direct staff as necessary to check any areas
9. Liaise with emergency services upon their arrival
10. Await further instructions

Teachers

- ✓ Follow directions for Classroom Evacuation
- ✓ Await further instructions from School Leader

Administration Staff

- ✓ Follow the direction of the School Leader
- ✓ Ensure that the appropriate emergency service is advised
- ✓ Assemble first aid kit, asthma and anaphylaxis medications, mobile phone, all Emergency Information Records, visitor book, and if time allows portable hard drive
- ✓ Proceed to McKean St paddock on south side of house

EVACUATION PROCEDURE

Besides the evacuation of those students in immediate danger, evacuation should only be commenced at the direction of the School Leader or nominated delegate. All students are to remain in their class groups and under adult supervision at all times.

Evacuation Routes:

- ✓ All evacuations should be through the external class doors and all students and staff should proceed to McKean St paddock on south side of house in an orderly fashion
- ✓ Evacuation routes should be via the safest and most direct route to the assembly area. Routes are shown on the school map

Student Role:

- ✓ Look and listen and follow your teacher's instructions at all times
- ✓ Do not take anything with you (medical items excluded)

Office Staff:

- ✓ Check toilets and bag and common rooms for students

Teacher:

AS PER CLASSROOM EVACUATION

- ✓ Ensure the immediate safety of all students
- ✓ Remain with the class at all times
- ✓ Ensure that all students are accounted for
- ✓ When advised to evacuate, direct all students through the external classroom door and proceed to McKean St paddock on south side of house
- ✓ When evacuating rooms, be sure to check classroom and allocated areas prior to leaving
- ✓ Take class attendance register
- ✓ Check off the register
- ✓ Should there be a student unaccounted for, immediately advise the School Leader
- ✓ Await further instructions

SPECIFIC EMERGENCIES

External Hazard e.g. bushfire, aerial sprayer, storm, siege, gunfire etc

LOCKDOWN PROCEDURE

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings. It is used when an external and immediate danger is identified, and it is determined that the children should be secured inside the building for their own safety.

The School Leader will initiate lockdown based on an assessment of risks to students and staff. The decision to initiate lockdown will be informed by advice from other agencies or other information available at the site. The School Leader will appoint an Incident Controller (IC). The IC will advise Victoria Police and other appropriate emergency service agencies including the Emergency and Security Management Unit (ESMU) of the Department of Education and Early Childhood Development (DEECD).

On initiation of lockdown, FW1 (red helmet) and FW2 (yellow vest) will attend their designated areas and conduct lockdown communications. Lockdown communications consist of a designated signal followed by the shout of "Lockdown". FW1 (red helmet) and FW2 (yellow vest) will ensure all external DOORS are locked.

On hearing the lockdown communication, all Teachers on Duty (TOD) are required to return their students to their classroom and remain there until the "End of Lockdown" communication is issued.

During lockdown, the TOD is required to lock all windows and doors and have students sit below window level in the room they are in as per that room's lockdown procedure.

Under no circumstances should rooms be changed during lockdown.

Other Staff (OS) not currently engaged in teaching or with students are to report to the School Office where they be given specific duties such as posted at locked doors to allow pupils/staff to enter if locked out or wait at the main entry to the school to guide emergency services personnel, if safe to do so.

TOD should do all they can to account for their students as per roll (all teaching staff must check rolls after they are returned to each class in the morning. Specialist teachers must also have access to the daily class roll they are teaching.

The IC will issue end of lockdown communications to FW1 (red helmet) and FW2 (yellow vest) on advice by the Emergency Services. The End of lockdown will be communicated with a designated signal followed by the shout of "All Clear".

ACTIONS TO BE TAKEN BY TEACHERS ON DUTY DURING LOCKDOWN

- ✓ If in class, stay in the classroom.
- ✓ If out of class, return to the classroom or closest safe area (generally a classroom).
- ✓ Direct students who are out of class into their regular or the closest classroom.
- ✓ Do not leave classroom to get students.
- ✓ Close the classroom door/s (lock it if possible).
- ✓ Close windows, blinds and shutters.

- ✓ Turn lights off.
- ✓ Keep all people close to the ground (e.g. on the floor) and away from windows and doors.
- ✓ Tell students that mobile phones are not to be used and are to be turned off.
- ✓ Record the names of all people in the classroom.
- ✓ Stay calm and encourage others to be calm and quiet.
- ✓ Provide information to the School Leader as required.
- ✓ Do not allow any unauthorised people into the room.
- ✓ Remain in the room until the de-activation signal is given.
- ✓ If emergency medication is required, then contact the administration office for advice.
- ✓ If a young child needs to use a toilet, consider use of a plastic lined bin.
- ✓ Wait any specific instructions from either the IC or FW1 (red helmet) or FW2 (yellow vest).

SHELTER IN PLACE PROCEDURE

When an incident occurs outside the school and emergency services or the School Leader determines the safest course of action is to keep children and staff inside a designated building (as evacuation might reasonably expose people to a greater level of danger), the School Leader will take charge.

- ✓ **Call 000** for emergency services and seek and follow advice.
- ✓ Teachers move all children, staff and visitors to your pre-determined shelter-in-place location – the main hallway between classrooms and offices.
- ✓ Take emergency kit/first aid kit
- ✓ Check that all children, staff and visitors are accounted for.
- ✓ Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- ✓ Where appropriate, confirm with emergency services personnel that it is safe to return to classroom
- ✓ Maintain a record of actions/decisions undertaken and times.
- ✓ Contact parents as required.

Fire - Structures

- ✓ Check source of fire
- ✓ Evacuate all children to Assembly area
- ✓ Raise alarm, advise School Leader
- ✓ Call 000 and ask for Fire

Fire – Bush/Scrub/Grass

- ✓ Check source of fire
- ✓ Raise alarm, advise School Leader
- ✓ Call 000 and ask for Fire
- ✓ If outside, children are to return to their classrooms. If buildings are threatened evacuate to a safe area depending on direction of fire
- ✓ Close windows and doors

- ✓ All children are to lie on the floor below the window line
- ✓ Cover all exposed skin
- ✓ School may be advised to evacuate to an off-site location by fire authorities. Follow all instructions and stay in contact with emergency services personnel.

Toxic Emissions

- ✓ Check source of emission
- ✓ Raise alarm, advise School Leader
- ✓ Call 000 and ask for Fire
- ✓ Evacuate all children downwind
- ✓ Keep clear of emission at all times
- ✓ Consider isolating the electricity supply and the gas supply

Explosion

Fire drill and evacuation procedures upwind may be necessary.

- ✓ Call 000 immediately and ask for Fire

Ambulance and other emergency services as required should be notified

If injuries are sustained, first aid should be given immediately and further medical assistance sought if necessary

Children in particular must be kept under supervision away from explosion area until the 'all clear' is given

Earthquake

- ✓ As quickly as possible get all persons under desks, tables or door frames
- ✓ As soon as the tremor subsides implement appropriate evacuation procedures, be prepared for aftershocks
- ✓ Evacuate to an area free from buildings, trees, streetlights and powerlines
- ✓ Contact 000 and S.E.S

Plane Crash into Building

As per Fire – Structures

Plane Crash into School Grounds

- ✓ All children are to remain inside
- ✓ Raise alarm, advise School Leader
- ✓ Call 000
- ✓ If safe to do so render assistance to persons involved
- ✓ Attempt to extinguish or contain fire if safe to do so

Transport Accidents

- ✓ Assess the situation
- ✓ Contact the Emergency Services

- ✓ Advise the School Leader

Bomb Threats

- ✓ If the threat is received by phone the person receiving the threat should note:
 - ✓ The time
 - ✓ Exact wording of the threat
 - ✓ Attempt to ascertain what time the bomb is set to explode
 - ✓ Where it is located
 - ✓ Any other relevant details
- ✓ The school should immediately contact the police by dialing 000
- ✓ The incoming line of the threat should be left open – i.e. do not replace the telephone receiver
- ✓ The School Leader may exercise some discretion in assessing the seriousness of a threat following consultation with the Police. If there is any possibility of danger appropriate evacuation should be undertaken
- ✓ School evacuations will be according to the school's Emergency Management procedure.
- ✓ Search procedures will be negotiated between the School Leader and the police at the site

Hostage / Kidnapping

Staff are advised to:

- ✓ Avoid upsetting the assailant in any way
- ✓ To minimise contact between captors and extraneous pupils or staff
- ✓ To try to maintain telephone contact
- ✓ The school will:
 - ✓ Notify Police 000
 - ✓ Evacuate unaffected classrooms

High Winds

- ✓ As soon as conditions begin to approach a dangerous level, tune to radio
- ✓ Raise awareness with designated signal to get students inside
- ✓ Ensure that everyone stays indoors
- ✓ Secure windows, doors and loose materials
- ✓ If necessary, lie children under desks or tables until storm passes
- ✓ If the building is obviously about to collapse or disintegrate, evacuate the room. Children should be transferred to another building
- ✓ No children should be allowed outside unsupervised until the area is found safe and free from debris, powerlines etc.

Flood

Flooding of drains, gutters and hollows could constitute a danger to children playing outdoors after extremely heavy rainfall

- ✓ Students are to be supervised indoors until collected by a parent / guardian and following College of Teacher authorisation

Bus Accident/Breakdown

- ✓ School Leader or nominated delegated (Admin Assistant/Finance Manager) will co-ordinate the emergency management
- ✓ Parents informed by phone of alternative arrangements

Bus Accident – Camps and Excursions

- ✓ Mobile phone to be taken
- ✓ Permission notes to be taken on all excursions
- ✓ Excursion medical folder to be taken
- ✓ List of students on each bus left at office
- ✓ Contact 000

COMMUNICATIONS – KEEPING IN TOUCH WITH EVERYONE

The office will be the School's administration area providing the emergency type allows this.

1. A designated signal will be sounded when there is an emergency to alert everyone in the school and on the premises followed by the shout of "Lockdown" in a lockdown.
2. The general office telephone is only to be used for emergency communications. The School's mobile phone is to be used during an emergency by the School Leader to liaise with emergency services. The general office telephone will be used for all other communications. To minimize overloading to the school telephone, calls must be restricted and should be brief.
3. Student records need to be taken by the Admin Assistant if an evacuation of the school is required. The Admin Assistant is required to maintain a back-up of all computer-based information at a location remote from the school.
4. An information centre will be established in a meeting room 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 School Leader.
5. Following an emergency parents attending the school are to be directed to a meeting room where the School Leader (or designated member of staff) will be available to provide information concerning the welfare of students and other information about the emergency.

AFTER AN EMERGENCY

Recovery Programs

After any emergency consideration, should be given to trauma and emergency recovery programs for all those students, staff and parents involved whether directly or indirectly. These should be commenced as soon as possible for maximum benefit.

Releasing of Students into Parent Care

During or after a critical incident, students may only be released into the care of a parent or guardian provided that it is safe to do so, there are no ongoing medical concerns and the permission of the responsible teacher is obtained. Parents are to sign release (attendance register, sign out book)

Report of Incident

A report will be created following the event, including:

Date, time, timeline of events e.g. fire started, police contacted etc.

Description of Incident, Injury report, damage report

School Leader checklist post-event (within 24 hours)

- Collect information
- Discuss level of response required with teachers
- Contact parents
- Notify siblings in school
- Inform staff, including specialist staff
- Designate a single person for managing the media
- Ask for volunteers to monitor the recovery room
- Set up recovery room
- Contact hospital for up to date information
- Inform students, Board of Governors
- Inform parent body via text and email or newsletter
- Monitor school community reactions and provide report
- Monitor and support those in care-giving roles
- Liaise with outside agencies and decide which agencies you will work with
- Set time for key people to convene and review response so far