



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.

Off-site Evacuation Procedures – The Incident Manager Principal will seek advice from the WA Police or Fire and Emergency Services Authority in determining whether to undertake an off-site evacuation. The roles of school personnel in an off-site evacuation are similar to those in an on-site evacuation. After an off-site evacuation, the school site will need to be inspected or cleared by relevant authorities before people return to the site.

Transportation arrangements for an off-site evacuation will be planned in advance.

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. Disaster, emergencies or hazards may take the form of fire, bush-fire, flood, bomb-threat, hostage or any person, storm, cyclone, earthquake, toxic emission, air/transport accidents or disruptions to essential building services.

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 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 organize emergency management provision of services.

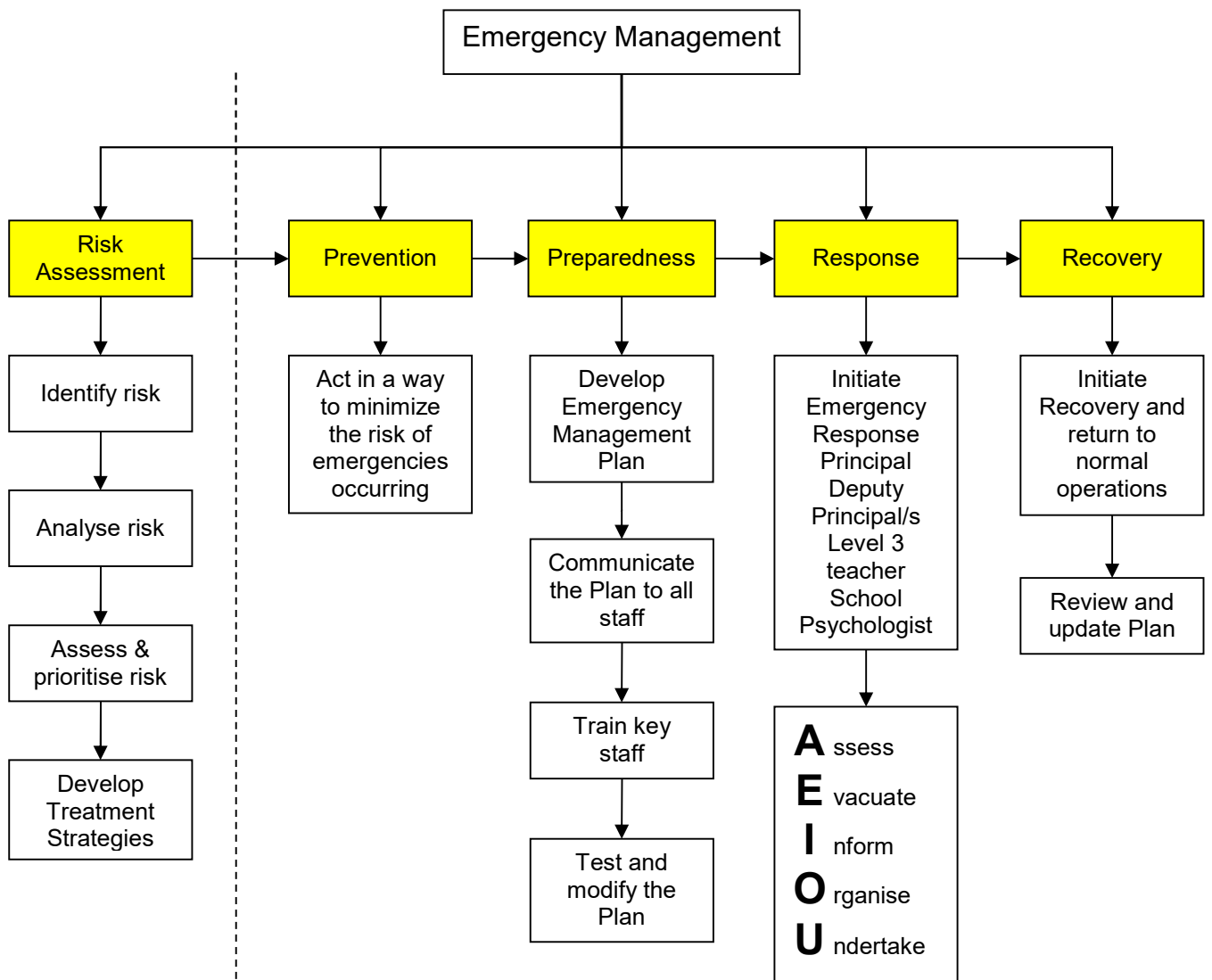
RESPONDING TO EMERGENCIES AND CRITICAL INCIDENTS

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
- **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.

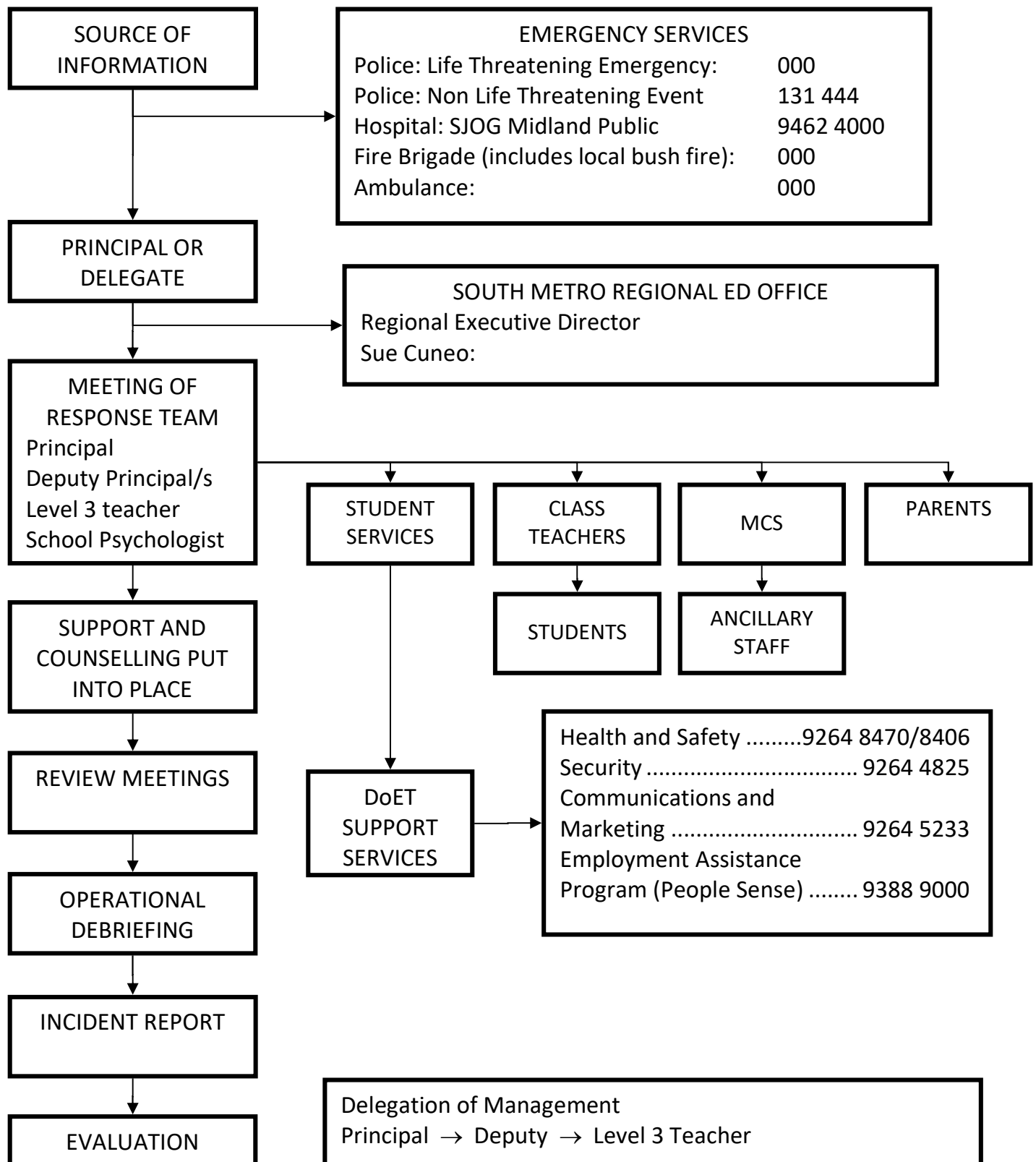
AN ALL HAZARDS APPROACH TO EMERGENCY MANAGEMENT



Adapted from
*Risk Management
Policy*

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

OVERVIEW OF EMERGENCY MANAGEMENT PLAN



EMERGENCY AND EVACUATION PROCEDURE

Staff need to be familiar with the following procedures.

WARNING:

Identified by prolonged continuous siren

(at least 30 seconds)

or continuous ringing of hand bell.

PA system to be used for clarification if circumstances permit.

EMERGENCY PROCEDURES

- If outside everyone is to return to their classroom
- Nature of emergency will be communicated by PA and advice given as to how to proceed.
- If a LOCKDOWN all staff and students will remain where they are and take necessary precautions as below.
- If advised to return to classrooms to await further instructions teacher is to confirm number of students in class, note missing students and account for whereabouts. **If unable to locate any student please advise office immediately.**
- Have evacuation pack at hand ** Teachers to wear orange vests.
- Class teacher to return immediately to their students and resume responsibility for their class.
- Staff not associated with class to report to admin
- All classes to await further instructions from Incident Manager.

In the event of an emergency evacuation no personal items are to be taken by students unless otherwise advised by Incident Manager.

***Your evacuation pack should contain a current class list at all times and should be available for quick access. A teacher from each area should collect first aid kit from wet areas. PP1, PP2 and K should take first aid kit and any student medication.*

SITUATION

FIRE

Classroom fire – evacuate immediately to nearest safe area– Advise Admin

General fire –

- Adopt emergency procedures
- Windows/Rooms closed off to prevent smoke inhalation/to contain fire (where possible and if safe to do so) **DO NOT RE-ENTER** fire damaged area

BUSHFIRE

- **Air conditioning fan off leave water running**
- Close doors and windows

BOMB THREAT/EXPLOSION

- Incident Manager to take charge until police assumes control.
- If evacuating, all belongings must be left
- Leave windows/doors open

GAS LEAK/ENVIRONMENTAL HAZARD

Classroom

- Evacuate immediately, upwind of leak. Advise Admin
- Incident manager to isolate gas supply and ignition sources

Whole school

- Adopt emergency procedures
- Close doors and windows

EARTHQUAKE/CYCLONE

- During initial stages children are to remain in class and are best served sitting calmly under their desk
- First Aid to be administered if necessary using kits kept in each wet area
- In even of evacuation check proposed route for structure safety before evacuating

EVACUATION

If necessary, the Incident Manager will advise when and where students should gather. Safe areas will be allocated depending on identified crisis and include A Block or Library.

- Exit children in orderly manner to designated area using most direct safest route
- Class teacher should take Class Evacuation Pack
- Education Assistants take charge of students with disabilities

K & P Class teacher to check toilets

A & B Block A teacher from each area to check male and female toilets

Admin

- Principal to contact appropriate authorities and assume command.
- Deputy (1) or designate to check staff room and toilets.
- Deputy (2) or designate to take special medication kits to evacuation site. Collect completed roll lists from all teachers.
- MCS to take Admin Evacuation Kit (Appendix E) to evacuation point. If time permits should also secure any valuables on site and lock storeroom.

Do not return to any buildings until all clear given by Incident Manager

LOCK DOWN

A lock down is an exception event which occurs in the event of an immediate threat where it is necessary to take urgent action to safeguard staff and students.

- An announcement will be made over the PA advising “ Lock Down Procedures are in place”.
- All people must remain inside; exterior doors are locked and toilets checked . No staff or students to move from the building they are in.
- Students are kept away from windows. Teachers to maintain calm.
- Teachers should record names of children in their area
- Normal movement on PA announcement only. Incident Manager will announce “all clear” when normal activities can resume.
- In the event the threat moves to an inside area, where possible staff are to remove children to the nearest safe area.

Do not unlock any doors until advised “All Clear” by Incident Manager

Following a critical incident no child should leave the premises without supervision by a responsible adult.

SUPPORT SERVICES AND EMERGENCY PHONE NUMBERS

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

Police:	131 444	Hospital: SJOG Midland Public	9462 4000
DFES Public Information	1300 657 209	Royal Perth	9224 2244
Fire & General Enquiries			
South Metro Regional		DoE	
Ed Office	9336 9563	Main Switchboard	9264 4111
Regional Executive Director	9336 9563	Emergency/Main Switchboard	9264 5576
Manager Student Services	9336 9563	Security	9264 4771
		OH&S	9264 5347
		Corporate Commun & Marketing	9264 4855
DCP Midland	9274 9411	Kalamunda Shire	9257 9999
Crisis Care	9223 1111	Interpreter Service (24 hrs)	13 14 50
		Hearing & Speech	13 36 77
Western Power	13 13 51	Kleenheat Gas	132180
Telstra	13 22 03	Health Direct:	1800 022 222
SES:	132 500	Poisons Information	13 11 26
ABC 720 Radio	9220 2700	Path Transit - Kalamunda	9293 0042
Shire Kalamunda	9257 9999		

HAZARD MANAGEMENT AGENCIES (HMA LIST BY AGENCY)

AGENCY	HAZARD
Department of Agriculture 9368 3333	<ul style="list-style-type: none"> Exotic Animal Disease
Parks & Wildlife 9219 9000	<ul style="list-style-type: none"> Fire (Parks & Wildlife managed land other than in Gazetted Fire Districts)
Department of Health 1800 022 222	<ul style="list-style-type: none"> Human Epidemic
Department of Fire and Emergency Services 13 3337 (13 DFES)	<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
Dept of Commerce- Energy safety 9422 5200	<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)

EVACUATION OF THE SCHOOL IN THE EVENT OF A BUSHFIRE OR OTHER CATASTROPHE

