St Joseph’s
Catholic Primary School

Emergency
Management
Plan

April 2008
Reviewed September 2009
Reviewed November 2009 after CFA meeting.
Reviewed and up-dated after Bushfire Risk to School Audit conducted by Earnest and Young, April 2010.
Reviewed February 2011
Reviewed February 2012
Reviewed October 2013
Reviewed November 2014
Reviewed January 2015
Reviewed November 2015

A copy along with your school’s site maps has been sent to the Catholic Education Office. This will ensure an easily accessible copy of the plan and maps for Emergency Services in the event that access to the school itself is restricted and/or key staff are unavailable.
Contents

1. What’s in the plan
2. About the school
3. Identifying the risks
4. Coordinating the school’s response
5. Roles and responsibilities
6. Communications: Keeping in touch with everyone
7. All about evacuation
8. Supporting those affected
9. Emergency contact telephone numbers
10. Fire Management (specific to bush fires)
11. Site plan
VISION:
St. Joseph’s Primary School is committed to:

- Ensuring a safe and nurturing learning environment.

Prior to each school year commencing, all staff will review and become familiar with all emergency procedures. This will be conducted by the Principal at the first staff meeting. A shortened version of the Emergency Plan will be communicated to parents. Emergency services will be given a copy of each up-dated version of the Emergency Plan. Old plans will be destroyed. After each drill, (termly) the evacuation will be reviewed and recommendations made.

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. It assumes 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
- fumes/spill/leak/contamination by hazardous material
- outbreak of disease
- bush fire flood/wind storm or other natural event
- snakebite.

1.2 The plan is intended to be flexible. Procedures have been developed which would assist the school to manage emergencies ranging in nature and intensity from small-scale localised 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 recognizes 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 entire staff. 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 and to ensure that it articulates a municipal emergency management planning.

1.7 Drills to be held termly and to include all specialist, expected and unexpected drills

2 ABOUT THE SCHOOL

2.1 St Joseph’s is located in a small rural community which draws its students mostly from the town and some from outside the town. The school comprises of five classrooms, Principal’s Office and Administration Area and the Staff room behind the administration area. One class room is separate from the other buildings-the portable and this room has phone connection. (See school plan)

2.2 The school lies adjacent to a minor road, Priory Lane. This road is used by local traffic only and is a no-through road. St. Joseph’s is one block from the Town Centre, next to the Historic Catholic Church on the corner of Church Street and Priory Lane. The Presbytery is also situated on the school site. The Gorge is to the west of the school.

3 IDENTIFYING THE RISKS

3.1 The school is at high risk during the bushfire season because of adjacent bushland to the west of the school (the gorge)

3.2 The risk of exposure to hazardous substances (e.g. liquid petroleum gas) is low although L.P.G is stored on the site.

3.3 The school is located in a town which has a Prison located close to the town. It is of a low risk but due to the school’s close location to the Beechworth Gorge, this area could be used as an area for an escapee prisoner/s. This is very rare and unlikely to pose a risk.

3.4 The hills near the school can provide a venue for school activities including bushwalking. It presents a risk for students/staff who become lost, suffer physical injury including snakebite. In the event of unauthorized removal of a student from the school, the bush would offer cover if it were used as a means of escape. The close proximity to bush land increases the risk of snakes on the school grounds. This has been the case during the school’s history. Education for students on the response to take if a snake is seen is required to be a part of classroom lessons at the beginning of each season.

3.5 The school participates in a regular camps and excursions program to locations that are a considerable distance from the school and emergency services. The school makes use of the Diocesan owned camp at Harrietville for year level 4/5/6 camps at times.
4 COORDINATING THE SCHOOL’S RESPONSE

4.1 Reporting an emergency in the school. Students are required and understand how to report an incident immediately to an adult within the school. Adults should report an incident immediately to the principal or office staff. All emergencies are to be reported to the office. The principal or secretary will immediately report the emergency to the emergency services and to the Catholic Education Office (CEO.)

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. The principal is then to be advised. The principal will attend the incident if necessary.

4.3 Alerting the school. Students will be alerted by means of a warning siren. An announcement will be made instructing staff and students about action to be taken. Warning siren is located in the Principal’s office on the top shelf of the bookshelf close to the door.

4.4 Emergency to be coordinated from the principal’s office. The coordinator (usually the Principal or in case of absence administration staff will be in the coordinator’s role) will manage the emergency from the principal’s office, or other alternative safe area. For the duration of the emergency, unauthorized persons (staff, parents, students) should not enter the coordinator’s office except when undertaking a task directly related to the emergency and under the authority of the coordinator.

5 ROLES AND RESPONSIBILITIES

5.1 Principal to coordinate activity during an emergency. In the absence of the principal, the deputy principal, member of the leadership team or an appointed member of staff (St Joseph’s) 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 authorization. This does not prevent a teacher taking action which minimizes 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 (Principal) is responsible for:

- notification of emergency services and the CEO
- 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
  - All communication with media
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 students are accounted for and will check storerooms and toilets as indicated on the classroom emergency action card. The attendance roll and the Emergency Box, which contains an Emergency Action card, are to be taken to the evacuation assembly area.

5.5 Turn off all appliances if time permits including computers, stoves and heaters. Leave lights on if there is a fire, otherwise switch lights off. Close doors (leave unlocked unless otherwise instructed) 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 Office staff (St Joseph’s) 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 A warning siren will be sounded when there is an emergency to alert the school. An information message broadcast over the phone system when possible or by a runner to individual classrooms will advise students and teachers 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. The principal’s telephone is to be used during an emergency by the coordinator to liaise with emergency services and the CEO. The emergency services and the CEO are to be notified immediately about any emergency. The general office telephone will be used for all other communications. To minimize overloading the school telephone, calls must be restricted and should be brief. The Library and Staffroom telephones are not to be used. Mobile phones will be of assistance if necessary.

6.3 A printout of student records is to be taken by office staff if an evacuation of the school is required. Office staff are required to maintain back-up disks of all computer-based information at a location remote from the school.

6.4 Teachers are to take the attendance roll and the Emergency Bag, which contains an Emergency Action card, 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 or the Emergency Evacuation Centre (The Presbytery or The Old Priory or Memorial Hall depending on the emergency). In the event that the media arrives at the school, they should be directed to the coordinator.

7 ALL ABOUT EVACUATION

The co-ordinator of the evacuation plan will either be the Principal or Deputy. The co-ordinator will wear a luminous vest. If in the case of Deputy (classroom teacher) needing to coordinate, the students will be taken to the closest classroom and will become the responsibility of that classroom teacher.

On code red days the school will be closed. All students, staff, tradesmen etc are not permitted on the school premises. An SMS will be sent to all families and those without mobile coverage will be contacted via work or home phone numbers. Principal and Administration staff have family phone numbers.
In case of fire and the entire Beechworth population is under threat the Memorial Hall cannot always be used as an evacuation area, due to the Indigo Shire deeming it as unsafe and another area or town would be communicated to the school over the ABC radio and may be available by the CFA, however this may not necessarily be possible.

The school evacuation drills must involve the movement of all students and staff to the off-site safe area-Memorial Hall.

A register updated at least once per school term during the October-March bushfire season of bushfire emergency equipment and ensure it is in working order.

Notices of bushfire evacuation procedures and bushfire emergency contact numbers are located in all classrooms, front office and staff room.

Teachers living in areas under threat of fire may choose to protect their homes, are not required to attend school on extreme days. This will be the teachers decision. Local emergency teachers will take classes on these days. Induction to the emergency plan will take place prior to the children beginning school for the day.

No excursions will take place on extreme days. In case of an excursion already taking place the situation will be monitored carefully and if students are in the bush they will return to school immediately, if in an area considered safe the excursion will continue. Staff have access to the school at all times through the use of mobile phones and vice versa.

In case of a bushfire beginning during the day, students will remain at school and wait for the appropriate pick up from a family member. No students will be permitted to leave except with a parent or an arranged guardian that has been communicated through the school. No students will catch a bus on a day when a fire has commenced unless deemed safe by the CFA.

The evacuation plan is located in the multi-purpose room to be used outside of school hours.

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 and not towards or through the affected area. Teachers should not evacuate unless in immediate danger or 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:

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

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

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

7.6 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.
7.7 Evacuation beyond the school may be required if the emergency affects the whole school. This will be to the Memorial Hall (Emergency Evacuation Centres), or in case of the town being under threat students and teachers will be evacuated by bus to a “safe area” as deemed by the Indigo Shire. If students cannot leave school because buses are not running, or fire is causing concerns for bus travellers, all bus students will remain at school, together with at least two staff members. Contact will be made to parents and safe arrangements for pick ups will be made.

On “code red” days St Joseph’s will be closed and no students, staff or other maintenance workers will be allowed on the site.

In case of fire and the entire Beechworth population is under threat the Memorial Hall cannot always be used as an evacuation area, due to the Indigo Shire deeming it as unsafe and another “Safer Area” or “Last Resort Area” would be communicated to the school over the ABC radio and may be available by the CFA, however this may not be possible.

7.8 Food, water, shelter and toilet facilities will be required if evacuation occurs in adverse weather or is likely to be prolonged. Arrangements have been made to use the Memorial Hall which has toilets and drinking water. If it is necessary, the coordinator will arrange for lunch to be provided.

7.9 No student, parent, staff member or visitor is to leave the school or the evacuation area unless specific authorization to do so has been issued by the coordinator. Parents cannot take their child without signing the student/s out, either through the Principal or the classroom teacher. No other person except those allocated as emergency contact may take a student home. Emergency contact persons are also required to sign out the student.

7.10 Parents attending the school are to be directed to the information centre where a person 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.

(Below Roles are posted near each classroom exit doors and in the office)

Evacuation Roles:

Administration staff:

- A message is received at the office from some external source.
- Notify Principal.
- A message may be sounded over the phone system or sent by messenger to the classroom. (If Principal is not available)
- Notify Parents via SMS, with Principal’s go ahead.
- Collect Visitors Booklet.
- Collect Daily absences.
- Collect Early Departures.
- Collect Staff Roll.
- Collect bus lists.
- Collect printout of Student Information.
- Collect back-up tapes of computer data.
- Check Staffroom.
- Check Teachers’ Work area.
- Check Teachers’ toilets.
- Evacuate.

- Role of Principal:
- To co-ordinate the response.
- Sound siren.
- Put on luminous vest.
- Teachers to be advised of evacuations site.
- Check Childrens’ toilets.
- Check Library.
- Check art and multi purpose and meeting room.
- Collect First aid.
- To see that emergency services and relevant bodies are contacted.

- Presbytery 57 281 043
- Old Priory 57 28 1024
- Emergency Services 000
- Ambulance 57 212 011
- Fire Brigade 57 21 41 22
- Local Police 57 281 032
- Doctor 57 281 566
- Hospital 57 280 200
- CEO Wangaratta 57 23 0000
- CEO Bendigo 54 432 377
- Indigo Shire (must be called regarding all emergencies) 57 28 8000
- Beechworth Bus lines 03 57 282182
- Memorial Hall-if necessary 57 282 454 Mobile 0429 866256
- Meet Teachers and Children at evacuation site.

**Role of Teachers in Classrooms:**

- On receiving signal, all teachers must see that the children leave the school in an orderly fashion.
- Teachers to check corridors for children.
- Collect roll and evacuation box.
- Collect water bottles (if time permits)
- Children outside (toilet, sport, music etc.) are to go to the closest classroom and remain with that teacher until instructions are given.
- Once at evacuation site, call roll and give out name tags.
- Children remain calm and quiet, sit down and await further instructions.

**7a. CLASSROOM LOCK IN.**

**Administration Officers:**

7.1a
- A message is received at the office from some external source.
- A message may be sounded over the phone system or sent by messenger to the classroom.
- Notify parents via SMS under Principal’s direction.
- Collect Visitors Book.
- Collect print out student information.
- Collect back up tapes from computer data.
- Lock all external doors and windows and turn lights off.
- Check Staffroom.
- Check Teachers’ Work area.
- Check Teachers’ toilets.

- **Role of Principal:**

  7.2a
  - To co-ordinate the response,
  - To advise teachers of evacuation site or lock in.
  - To check multi-purpose room, childrens’ toilets and library
  - To see that emergency services and relevant bodies are contacted.

  q Presbytery 57 281 043
  q Old Priory 57 28 1024
  q Emergency Services 000
  q Ambulance 57 212 011
  q Fire Brigade 57 21 41 22
  q Local Police 57 281 032
  q Doctor 57 281 566
  q Hospital 57 280 200
  q CEO Wangaratta 57 23 0000
  q CEO Bendigo 54 432 377
  q Indigo Shire (must be called regarding all emergencies) 57 28 8000
  q Beechworth Bus lines 03 57 282182
  q Memorial Hall-if necessary 57 282 454 Mobile 0429 866256

  **Role of Teachers in Classrooms:**

  7.3a
  - On receiving signal, all teachers must see that external doors and windows are locked and lights are turned off,
  - The roll is called.
  - Children outside (toilet, sport, music etc.) are to go to the closest classroom and remain with that teacher until the all clear is given. Office to be notified by mobile phone of the whereabouts of these children. Teachers monitor external doors incase children are trying to get in.
  - Children remain calm and quiet, sit down and await further instructions.

  **Children do not leave these areas until the all clear is given by the Principal**

  **8 SUPPORTING THOSE AFFECTED**
8.1 The principal will convene a recovery management group when staff or students have been traumatized 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 CEO support personnel will be responsible for development and implementation of a recovery program to those affected. Refer to Trauma Management Policy.

8.2 The CEO 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 CEO where necessary.

9 EMERGENCY CONTACT TELEPHONE NUMBERS

Emergency: 000
POLICE: 57 281 032
AMBULANCE: 57 212 011
FIRE BRIGADE: 57 2141 22 (Wangaratta.)
DOCTOR: 57 281 566
HOSPITAL: 57 280 200
CEO Wangaratta 57 23 0000 (Mrs Helen Ramsdale)
CEO Bendigo: 54 432 377 (Catholic Education Office)
Presbytery: 57 281 043 (Parish Priest)
Primary School: 57 281 066 (Beechworth Primary School)
Secondary School: 57 281 264 (Beechworth Secondary College)
Indigo Shire Yackandandah (must be called regarding all emergencies)
02 60281121 or 1300365003 or mobile 0418678540
Indigo Shire Beechworth 57 28 8000
(Contact to open Memorial Hall) Terry Walsh-Chair person- 57 282 454 Mobile - 0429866256
Beechworth Bus Lines - 57282182
Kindergarten/Childcare Centre - 57 281 532
10. BUSH FIRE MANAGEMENT:
Victorian Bushfire Information Line (24-hours) on 1800 240 667

*On days of Code Red fire danger Principals may cancel excursions. Where possible, three days notice will be given. Where excursions are not cancelled, special fire safety precautions may be required.

*Emergency drills are required to be undertaken as soon as possible on school camps.
*In the event of a bushfire the prime consideration is the safety of students, teachers, staff and parents and guardians. In order to help prevent confusion parents/guardians and other school community members are aware of the procedures through the Parent Handbook, information of evacuation procedures (For the fridge) At the beginning of each year information on fire safety is put in the newsletter. Parents and guardians and staff are to familiarise themselves with these procedures and to discuss them with students.
*On declaration of a Code Red fire danger day Emergency Services advise that fire safety plans should be enacted. In this circumstance, the CECV will advise Principals that at-risk schools in the designated areas are to enact their Emergency Management Plans and closure notification processes. St Joseph’s is a designated area.
This includes advising local ABC radio to inform all parents and guardians, students, staff and others providing services to the school of the proposed closure. Others to be contacted may include bus operators, suppliers, support agencies, etc.
*Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal to close the school immediately in response to an imminent fire threat.
*Continuing closure: Emergency Services and/or the CECV may recommend a school remain closed due to:
- threat of continuing fires unsafe access potential smoke, water contamination or building safety concerns.
*Following a bushfire incident St Joseph will reopen in close consultation with the Catholic Education Office.
*Parents and guardians, students and teachers will be advised when the school will be opened via the school, the media and SMS.
Through education (CFA speakers) at school prior to fire season, students will be made familiar with:
*The importance that all families (particularly those in bushfire prone or high risk areas) have a family fire safety plan that aligns with their school Emergency Management Plan.
*That the family fire safety plan should include information about alternative care arrangements for children in the event that the school is closed with some warning.
*That the family fire safety plan should be practiced so families are familiar with the procedures to be followed in a bushfire. This will all be advertised and recommended in the newsletter during fire danger season.
FIRE FIGHTING EQUIPMENT

Water Fire Extinguishers and Grade 5/6 classroom Water and Dry
Art Room- Dry
Administration Office- Dry
Outside Room 1- Water and Hose.
Top of Hallway going down to the art room- Dry.
Outside Room 5-Dry
Room 5-2 dry.
Multi-purpose Room.-
Art Room-
Kitchen-Dry
Portable-Dry
Principal’s Office-Dry
Administration Area—Water

Dry Chemical Fire Extinguishers

SWITCH BOARDS AND MAIN FUSES

Switch Boards
Administration Area near photocopier.
Library admin area.
Art Room.

HAZARDOUS MATERIALS AND SUBSTANCES

Admin. and sick-bay
Cleaning fluids (e.g methylated spirits)
Cleaners Storeroom between girls and boys toilets.
Cleaning fluids

FIRST-AID SUPPORT
Teachers will have first-aid packs for each unit with basic first-aid supplies.

For further first aid, teachers refer to the coordinator or information centre.

For the fridge.

ST. JOSEPH’S EVACUATION PROCEDURES:

In case of any emergency:
• The general office telephone is only to be used for emergency communications. The school has two telephone lines and a fax line. The principal’s telephone is to be used during an emergency by the coordinator to liaise with emergency services and the CEO. To minimize overloading the school telephone, calls must be restricted and should be brief.

• An information centre will be established to communicate with parents who arrive at the school or the Emergency Evacuation Centre (The Presbytery or The Old Priory or the Memorial Hall). Phone calls will be taken from these two sites-however calls must be brief.

Phone numbers are: Old Priory 57 28 1024  
Presbytery 57 281043

• All parents will be notified via school mobile phones if students are required to be picked up from the evacuation site.

Depending on the emergency students will either be evacuated to the Old Hospital Grounds, or in the front of the school or in case of fire or gas leaks etc the children will be evacuated to Town Memorial Hall or in a case of danger on the school grounds (e.g. vicious dog on the playground) children will be in lock down in their classrooms.

• Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. Students are not to leave the evacuation site unless the teacher has given the all clear for students to go with parents etc.
St Joseph’s

Classroom Evacuation Procedure Action Card

Teachers:

q Collect Attendance Roll
q Collect Emergency Box
q Collect First Aid packs
q Switch off all appliances – computers, printers, heaters, etc. if time permits.
   Incase of fire – leave lights on, otherwise switch lights off.
q Close all windows and doors (do not lock unless instructed)
q Assemble children
q Check that pupil numbers match Attendance Roll
q Do not allow anyone to leave without the Coordinator’s approval
q Parents/helpers follow Emergency Management plan.
q Move to Evacuation Assembly Area as, and when, instructed. Either evacuation site 1 or 2.

Areas to check when in the following rooms:

q Room 1 – check library area
q Room 2 – check corridor
q Room 3 – check corridor
q Room 4- check corridor leading to art room.
q Portable –
q Room 5- Check art room, toilets and multi-purpose room.

At the Evacuation Assembly Area:

q Check pupil numbers with Attendance Roll.
q Issue name tags to children to wear.
q Wait for Coordinator’s instructions.

Emergency Fire Plan Checklist:
Have you:

Completed the Bushfire & Emergency Management Self-Assessment Tool (SAT)?
Updated or created an Emergency Management Plan?
Updated your emergency contacts telephone sheet including after hours contact details?
Posted updated emergency telephone numbers in clearly visible areas near phones?
Checked your emergency equipment (e.g. fire extinguishers, alarms, public announcement system) are in good working order?
Decided on who does what in the event of an emergency?
Ensured a back-up of the payroll master file is part of the school’s normal back-up procedures and all back-ups are stored offsite? Tested that the back-ups can be used to recover all vital information?
Contacted local resources such as your Local Government Authority or Emergency Services groups to learn more about emergency planning?
Arranged for emergency transport to evacuate children if needed?
Obtained easily accessible first aid materials, water, fire blankets and medical equipment?
Trained staff and volunteers in how to respond to an emergency?
Scheduled or practiced drills, such as emergency evacuations?