

# Wooroolin State School



# **Emergency Response Procedures**

**- 2017 -**



# Emergency Contact Numbers

**Dial:**

**000**

**FIRE**

**POLICE**

**AMBULANCE**

**131126 Poisons Information Line**

# Training and Drills

1. Staff and P & C will be provided with an opportunity to review the Emergency Response Procedures annually and sign the register.
2. Students will be made aware of the procedures during the first week of each Term on parade and/or in class and intermittently as needed during each term.
3. There will be an Emergency Response Drill for each of the evacuation and lock down procedures each term.
4. The purpose of these drills is to simulate a variety of scenarios to ensure correct procedures are followed.
5. Signage for classrooms to be located near the door in clear sight (Evacuation Sign and Diagram, Emergency Card)
6. A copy of this document to be placed in each room and with the Visitors Book.
7. Each classroom and the administration office are equipped with an electronic remote which activates the emergency alarm system.

# Emergency Response Procedures

Emergency situations may lead to three types of responses:

- **An evacuation of rooms**

Signalled by a siren and an “evacuation” command

- **A lockdown of rooms**

Signalled by a siren and a “lockdown” command

**OR**

- **Presentation of an Emergency Card**

A white laminated card with a red cross on it containing the location of problem

***Upon becoming aware of any signals it is important for staff and students to act quickly and appropriately.***

# Fire Evacuation

- Siren and “evacuation” command sounded.
- All students, staff and visitors proceed to the OVAL immediately.
- Students assemble in classes at a designated area.
- Check Rolls.
- Report any concerns to Principal.
- Teachers remain with their students and wait for the all clear.

## **Staff Roles**

*Principal/AO - Call Emergency Services*

*Teachers - Evacuate rooms calmly, check rolls, (class and/or master roll) and report to Principal*

*Teacher Aides - Assist teachers to remove students safely and quickly. Check amenities building.*

*Admin Officer - Bring phone and master roll to the evacuation area*

# Bomb Threat/Explosions Evacuation

## *Telephone Emergency Services immediately*

1. On hearing the siren and “evacuation” command, staff, students and visitors need to proceed in an orderly but urgent manner by designated routes to the OVAL.
2. Check Rolls or undertake a head count.
3. Report any concerns or missing students to Principal immediately.
4. Staff to check designated areas.
5. Entry to the school should be restricted.
6. Teachers remain with their students until the all clear is given.

### **Staff Roles**

*Principal/AO - Contact and liaise with Emergency Services*

*Teachers - Ensure the safety of students, evacuate buildings, check rolls, remain with students until the 'all clear' is given*

*Teacher Aides - Assist with the safety of students*

*Admin Officer - Contact and liaise with Emergency Services*

# Lockdown

## Intruder Threat/External Threat

1. To be used in situations where there is perceived imminent danger to staff and/or students.
2. A Lockdown is signalled by a siren and a “lockdown” command.  
**Administration to contact emergency services on 000.**
3. Staff to immediately shut and lock all doors and windows.
4. Turn lights off.
5. Ensure that students and staff stay low and out of sight (storeroom, away from glass windows and doors).
6. Staff check rolls. ‘Extra’ staff to check outside areas if safe.
7. If outside, students report to nearest classroom.
8. Teacher remains with students until the “all clear” command is given.
9. Any concerns (missing student etc.) must be communicated **immediately** to the Principal.
10. Teacher to debrief their students.
11. Information released to Parents (“Whole School in Emergency Lockdown Procedures” letters)

**Once in lockdown mode, be suspicious of anyone attempting to enter a classroom—request identification**

### **Staff Roles**

Principal/AO	-	Contact Police
Teachers	-	Call the roll, ensure the safety of students
Teacher Aides	-	Secure the rooms
Admin Officer	-	Signal lockdown, call classrooms to confirm rooms are secure and all students/staff/visitors accounted for. Call classrooms with the ‘all clear’

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- SAMPLE ONLY -

(Date)

Dear Parent/Caregiver

A serious incident occurred today in our school that required us to engage the whole school in emergency lockdown procedures. *(Describe situation as advised by Central Office and Police)*. The school has a set of procedures in place in case of such an emergency. These procedures are designed to keep your children safe.

In this situation, students responded immediately and were directed to a secure classroom under the supervision of Wooroolin staff. Students remained in the classroom until notified that the emergency was over.

Attached with this letter is some information that may be of assistance to you should your child experience anxiety as a result of today. The school has access to a range of counsellors and support personnel so please do not hesitate to make contact with us if we can assist in any way. I have conducted a debriefing session with all students where they have had the opportunity to share their reaction to the incident.

Please do not hesitate to make contact with me should you wish to discuss this matter further.

Yours sincerely

(PRINCIPAL)



... make Wooroolin proud



## **DEBRIEFING OF STUDENTS ON DAY OF LOCKDOWN**

*This information should be talked through by teachers with their students:*

The procedure today is called a 'lockdown'. This means that all of our classrooms have been locked because of a serious incident that occurred in our school.

This incident had nothing to do with our school. It was just that it happened in our school grounds (eg. a man with a gun fired some shots on the oval so all of the children and teachers had to stay in classrooms until the Police told us it was now safe)

Everything is now fine and nobody from our school was harmed in any way.

Thank you for being brave and so cooperative today.

Our school will be back to normal now.

If you need to talk about this you should do so with Mum or Dad or with a teacher.

# Severe Storm/Hail/Cyclone/Lightning

1. If a severe storm/hail/cyclone or lightning is approaching, all staff and students should assemble in their classrooms. Should safety be a concern they should assemble in the nearest classroom well away from the windows.
2. Check Rolls and report any additional/missing students to Principal or AO.
3. Contact parents to call and collect students as a matter of urgency. If this is too dangerous, students will remain at school until the danger has passed.
4. Make sure that all equipment and loose objects are adequately stored or secured, to reduce the risk of injury from flying debris.
5. Secure windows and doors, turn off all electrical appliances.
6. After contacting parents, use the phone only if absolutely necessary.
7. **After the storm has passed, check building and grounds for obvious dangers, i.e. fallen power lines, tree debris.**

## Staff Roles

*Principal - Make a decision on safety of students (home or school)*

*Teachers - Ensure the safety of students, check roll*

*Teacher Aides - Secure classrooms, switch off electrical equipment*

*Admin Officer - Liaise with Principal and contact parents*

*After the storm has passed:*

*Principal - Check buildings and grounds for danger and report to Building Assets Services*

# Toxic Emission/Spill

## Examples—Chemical spill

1. Identify the exact nature of the hazard.
2. Phone 000 and give all necessary accident and weather details. Ask for instructions whether to evacuate students and staff, or remain indoors.
3. If advised to remain indoors, seal all doors and windows until further directed.
4. If evacuation procedure is applicable, sound the siren.
5. Do not attempt to start any vehicles near the danger area. Extinguish all naked lights and turn off the power supply.
6. Evacuate to the assembly area nominated at the Principal's discretion, depending of wind direction and weather conditions. Administration Assistant to take rolls and voluntary register.
7. Call roll to determine that all students and staff are present.
8. Report any problems to the Principal immediately.
9. At all times directions given by Emergency Services personnel must be followed.

### **Staff Roles**

<i>Principal/AO</i>	-	<i>Phone Emergency Services</i>
<i>Teachers</i>	-	<i>Respond appropriately to instruction of evacuation or lockdown</i>
<i>Teacher Aides</i>	-	<i>Assist Teachers</i>
<i>Admin Officer</i>	-	<i>Liaise with Principal</i>

# Medical Emergencies

Emergency Cards are located at the door of each room and are to be used when **immediate assistance** is required by a staff member.

1. If a staff member is experiencing difficulty (feeling faint, sick student, etc.) or requires assistance, they hand the Emergency Card to a responsible student who takes it with urgency to the other classroom or the office.
2. If a staff member is on playground duty a card is located in the Blue Folder.
3. The student ensures that they hold the card up for staff members to see.
4. Staff immediately cease what they are doing and rush to the area listed on the card.
5. Necessary action is then taken to control the incident (Ambulance called, student restrained, students evacuated from the area, First Aid given, etc.)
6. Principal notified as soon as possible.
7. Necessary paperwork completed and people contacted.
8. Debrief with staff and students.

# Personal Injury in the Playground

1. Check for danger to yourself and other persons.
2. Assess extent and nature of injury. Send for help (Emergency Card).
3. Render first aid as necessary.
4. Contact the student's parents to determine action or phone 000 — at Principal's discretion.
5. Clear the area of students and onlookers.
6. Reassure and comfort the patient until the ambulance/parent arrives.
7. Complete the Accident register.
8. Follow up with parents.
9. Ensure processes are in place to prevent a similar injury occurring.

# Disappearance/Removal of a Student

1. Question all staff and students as to the whereabouts of the missing person.
2. Search all school buildings and school grounds thoroughly.
3. Contact the parents to ensure that the child is not at home, or has been collected by another authorised adult. (Principal may delegate this responsibility).
4. Phone 000.
5. For custody information, refer Student File in office or on OneSchool.
6. Complete a report of what happened prior to the disappearance/recovery of the student.

**NOTE: In a custody situation, both parents have legal right to their child if there is not a court order naming one parent as the custodial parent.**

**Students will only be released into the care of a guardian NOT listed on the enrolment form if parental permission has been received.**

**Parental permission is required for a student to change home travel arrangements.**

## **Staff Roles**

- |                      |   |  |
|----------------------|---|--|
| <i>Principal</i>     | - | <i>Ensure information on custodial arrangements are verbalised to staff. Ensure staff are aware of possibilities and probabilities of disappearance and/or abduction, ask relevant information on the possible abduction (name, appearance, likelihood of the occurrence of this event, vehicle), agree on an Action Plan with staff, communicate with parents</i> |
| <i>Teachers</i>      | - | <i>Ensure safety of all students</i>   |
| <i>Teacher Aides</i> | - | <i>Search site</i>   |
| <i>Admin Officer</i> | - | <i>Liaise with Principal and other staff</i>   |

# School Bus Accident

1. School Excursion Checklist must be completed prior to any excursion with one copy including permission notes and roll filed at the office.
2. Teachers to take a mobile phone if possible.
3. Assess the seriousness of the accident.
4. Person 1—Phone 000
5. Person 2—Render first aid to injured persons. Stay with them until professional help arrives.
6. Restrict entry into the accident area. Delegate responsibilities to bystanders away from the scene of the accident eg. look after children, restrict traffic, comfort children in shock, crowd control, passageway for emergency services.
7. Unless there is evidence of imminent danger, leave the vehicles and accident victims as found, until emergency services arrive.
8. Record and assist Police with details of accident.
9. Once situation is under control and details made clearer, a member of the administration team will contact parents.

**All media comments will be issued by Central Office.  
At no stage will staff make comments to the media.**

