



Durack Primary School

Emergency Management Plan

AN EMERGENCY is any sudden event which endangers or threatens to endanger the safety or health of any person, or which destroys or threatens to destroy/damage property and includes:

- Fatality
- Serious injury/serious assaults/sexual assault
- Siege/hostage/firearms
- Disappearance or removal of student
- Bomb threat/alert
- Collapse/major damage to building or equipment
- Motor vehicle collision/impact with school
- Impact by equipment/machinery/aircraft
- Earthquake or other natural event
- Fire in school building/bushfire
- Fumes/spill/leak contamination by hazardous material
- Air conditioning or air quality failure, interruption to power or water supply
- Outbreak of disease
- Flood/windstorm

This plan has been developed to ensure the safety of school community members in the event of an emergency situation arising. The safety of students is everyone's responsibility.

- The WH&S Committee will be responsible for implementing and reviewing this Plan.
- It is the responsibility of all staff members to be familiar with the evacuation plan.
- This policy is to be part of the orientation at commencement of each year and the induction of new staff.
- Staff responsibilities will be identified at the beginning of each year and revisited when there is staff turnover
- There will be a debriefing at the staff meeting following a practice or emergency situation during which any issues will be addressed.
- Cyclone Procedures circulated to staff and community in Term 4 and revisited at the beginning of Term 1.
- Emergency Evacuation / Invacuation Procedures to be displayed in all rooms

IMPLEMENTATION

All visitors and part-time staff must sign-in on arrival and sign out on departure to ensure everyone is included in all evacuation and checking off procedures. Permanent staff leaving grounds during school hours must sign out & sign in on return using whiteboard in the office.

Any staff having children with them at the time of the emergency must remember that their first action will be to secure the safety of those children.

COMMUNICATION

When there is an emergency the school will be alerted by a message via the Public Address system (Fire Alarm for Fire evacuation) or information relayed directly to individual classrooms. Information will be provided to advise teachers and students about action to be taken.

The front office telephone is only to be used for emergency communication. Calls are to be restricted and brief.

The appropriate Emergency Services and Director School Performance are to be notified immediately about any emergency.

In the event that the media arrives at the school they should be directed to the Principal or delegate.

If there is an emergency in your classroom:

- ◆ Inform the Office
- ◆ Follow instructions as directed by the Principal or delegate.

EVACUATION

1. Assemble all students in class ready for evacuation
2. Collect class list
3. Evacuate classroom proceed to the oval unless otherwise advised
4. Mark attendance roll and inform Principal / delegate of attendance record results
5. Await further instructions from Principal / delegate

There will be one notified and one un-notified evacuation practice each semester.

INVACUATION (eg. In case of siege, toxic chemical spills, gas leaks, etc.)

Ensure students are not located in or do not move into areas of direct danger

1. Secure doors and windows
2. Mark attendance roll
3. Notify office of any missing children
4. Await instructions from the Principal / delegate.

There will be one notified and one un-notified invacuation practice each year.

ACTIVATING THE EMERGENCY PROCEDURES

In the event of an emergency:

1. Staff to notify the school office of potential emergency situation
2. School office to contact Principal or Assistant Principal - if not readily available the Administration Manager to activate the emergency procedures and work with ST1 (primary or EY) in managing the emergency.
3. Principal or delegate to implement Emergency Procedures

THREAT	PROCEDURES to alert staff and students
Fire	Fire Alarm Bell to ring, follow Durack School Emergency <u>Evacuation</u> Procedures - Attachment A
Bomb Threat	As directed by Principal / delegate <u>Evacuation</u>
Code One (armed or aggressive intruder <u>in vicinity</u>)	Principal / delegate member alerts staff via PA system that Code One is in effect. <u>Invacuation</u>
Code Red (armed or aggressive intruder <u>on premises</u>)	Principal / Senior Staff member alerts staff via PA system that Code Red is in effect. <u>Invacuation</u>
Cyclone	Follow emergency procedures as detailed in Durack Cyclone Procedures & directed by NT DECS
Earthquake	As directed by Principal / delegate
Other	As directed by Principal / delegate

Please note: If power is unavailable, the office staff will be directed to relay messages to classes etc

If an emergency occurs before 8:00 am:

- Alarm / announcement to be made by Principal or Assistant Principal
- Children, led by staff members, assemble on school oval (fire, Bomb) or location announced on PA (depending on the type and location of the emergency)
- On evacuation designated Admin Officer to collect First Aid Kit and class lists from the office
- Consideration to be given to direction of students/parents who continue to arrive at school

If an emergency occurs at recess/lunchtime:

- The alarm to be sounded and for an announcement for children to assemble on the oval unless otherwise directed. In the case of an Code 1 invacuation, to their classrooms. In the case of a Code Red to the nearest lockable room.
- Designated Admin Officer collect current class lists and the First Aid Kit from the office.
- Teachers on yard duty contain and supervise students at the designated assembly area until more staff arrive.
- All staff to go to designated area immediately on hearing alarm/announcement.

FIRE See Attachment B - Durack School Emergency Evacuation Plan

1. Fire bells will sound.
2. Staff and students follow the *Durack School Emergency Evacuation Plan*
3. In the event of severe rain or electrical storm or threat of one - all students and staff are to muster in the assembly hall unless directed to another area of the school. The PA will be used to confirm the evacuation muster point.
4. In cases where only a partial evacuation of the building is required this will be announced on the PA system.
5. The Principal will advise staff when it is safe to re-enter buildings.

BOMB SCARE

During a Bomb Scare an announcement will come over the PA for staff and students to evacuate to a specific site. Evacuation sites will vary dependant on the information at hand. This announcement will be made by the Principal or their delegate. Please follow evacuation procedures as per Fire.

ARMED THREAT

CODE ONE (Armed or aggressive intruder in the school vicinity)

Unlike evacuation procedures the greater safety in the event of **Code 1** is in being inside a building. Staff members are expected to ensure the safety of students, other people in their classroom and themselves. The procedure is as follows:

- The Principal/delegate is alerted of a threat to the safety of students and or staff e.g. armed and/or aggressive intruder.
- The Principal or delegate announces "CODE 1" over the PA
- Students and teaching staff move into their classrooms or nearest safe location and **lock all doors** with children being reassured and **programs continuing as usual**. Students in toilets move quickly back to classes if safe to do so. The Principal may give alternative instructions over the PA depending on the nature of the threat.
- When the situation is resolved, the Principal will address the staff over the PA and request for "business as usual."

CODE RED (Armed or aggressive intruder on site)

- Principal/delegate and office notified of **Code Red** detail and location. Police notified on 000 as soon as practical by front office staff.
- The Principal /delegate announces **CODE RED** over the PA.
- Students and teaching staff move into their classrooms **lock all doors, turn off lights and lie under tables or move into internal rooms if available**. Other persons within buildings lock doors and take up positions out of sight e.g. storerooms
- Students and staff in the assembly hall move behind the folding doors (Internal store room if appropriate) and remain quiet.
- Any staff or students in toilets lock toilet cubicle doors from the inside.
- Students on oval / basketball court to stay with supervising teacher and if safe to do so move to the nearest lockable room. The Principal may give alternative instructions over the PA depending on the nature of the threat.

CYCLONE See APPENDIX C - Durack School Cyclone Plan

- Cyclone advice is broadcast on all radio stations by the Bureau of Meteorology well in advance of a cyclone's arrival.
- Early notices are referred to as Cyclone Watches and as the chances of it hitting increase it will be upgraded to a Cyclone Warning.
- IF AND WHEN CONDITIONS DETERIORATE AFTER THE 'CYCLONE WARNING' SCHOOL CLOSURES WILL BE ANNOUNCED ON RADIO AND TV.
- IF THERE IS NO DETERIORATION SCHOOL CLOSURE WILL NOT OCCUR.

EARTHQUAKE/EARTH TREMOR – Appendix D

- If students are outside, they should follow procedures as for fire drill but assemble at the centre of the oval
- If students are inside, they should shelter away from walls and seek cover under tables, desks and under doorway frames
- After the quake/tremor wait for advice before taking any action.

OTHER THREAT – Appendix D

In the event of any threat, teachers are relied upon to use their common sense and professional judgment, concerning safety and duty-of-care and assist when requested. It is imperative that office staff are contacted as quickly as possible to provide assistance.

Details of actions to be taken are included Appendix D

EMERGENCY ACTIONS

Immediate Actions

1. Record

- location of incident
- nature of incident
- number and names of those involved
- name of person reporting the emergency
- time emergency reported
- phone contact if incident remote from the workplace

2. Verify Details

3. Notify

- Principal or delegate
- Appropriate emergency services
- Appropriate education authority representative (Director School Performance/Executive Director)

WHICH EMERGENCY SERVICE TO CALL?

See Attachment A: Emergency Numbers

Police for

- fatality
- assault/sexual assault/serious injury
- siege/armed intruder
- disappearance or removal of a student
- telephone threat/ bomb threat
- natural hazards (also see below)
- custody procedures

Doctor/Ambulance for

- serious injury

Fire Services for

- fire in building/grass or bushfire/hazardous fumes etc

State/Territory Emergency Service for

- severe storm/cyclone/earthquake

Parks and Wildlife

- dangerous animals – snakes, crocodiles

Palmerston City Council

- Dog catcher
- local information.

PALMERSTON CITY SCHOOLS TELEPHONE COMMUNICATION TREE

When incidents occur that might pose a threat to the well being and safety of students and staff at other schools they should be alerted as soon as possible and given the relevant details in a clear and concise manner

The staff members at the school which is involved in the initial incident are dedicated to the local management of the situation and do not have the time for making numerous telephone calls to others who may be affected.

Principal or delegate will activate the Communication Tree. This person should ensure that their Assistant Principal is aware of the procedure and able to act in their absence.

When a call is being made as part of this procedure the call should be identified as a **CODE RED** call.

COMMUNICATION TREE FOR DURACK PRIMARY SCHOOL

Emergency Services 000

Schools Division Office: 0408816838

Media and Marketing: 89014916

Contact the Principal of:

Driver Primary School:	89359000
Gray Primary School:	89321700
Palmerston Senior College	89350222

APPENDICES

Appendix A: Emergency Telephone Numbers

Appendix B: Durack School Emergency Evacuation Plan

Appendix C: Durack School Cyclone plan

Appendix D: Actions in Emergency Situations

Appendix E: Display posters for classrooms.

Appendix F: Emergency Procedures Administration staff