

EMERGENCY MANAGEMENT PLAN

for

DURACK PRIMARY SCHOOL



CONTACT INFORMATION

Position	Name	Contact details
Principal:	Joanne Jefferson	BH: 08 8997 7555 AH: 0402 208 733
Assistant Principal:	Kerry Vincent	BH: 08 8997 7555 AH: 0402 425 338
Assistant Principal:	Felicity Green	BH: 08 8997 7555 AH: 0439 319 645
Business Manager:	Cathy Kerr	BH: 08 8997 7555 AH: 0450 488 892
Department of Education		
Executive Director:	Susan Bowden	BH: 08 8999 5609 AH: 0419 174 102
Regional Director:	Bryan Hughes	BH: 08 8944 9260 AH: 0458 730 012

EMERGENCY POLICE, FIRE AND AMBULANCE **DIAL 000**

Non-emergency contact information

Local police:	131 444
Local fire:	131 444
Local ambulance:	131 444
Cyclone warning:	08 8922 3630

Other relevant contacts:

NT Emergency Services	BH 08 8922 3630	AH 08 8922 1559
Power Water	1800 245 090	
Telstra	124 55	
PLUMBER:	Town & Country	08 8947 2060
ELECTRICIAN:	Power Concepts	0439 490 926
GLAZIER:	Darwin Glass	08 8932 8665
Snakes/Reptiles	1800 453 210	
Parks & Wildlife	Croc Sightings	08 8999 4691
Centre for Disease Control	08 8922 8044	

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RELATED LINKS/RESOURCES

- [Emergency Management – Plans for schools Guidelines](#)
- [Emergency Management – Public Shelter Responsibilities Policy](#)
- [Temporary School Closure Guidelines](#)

1. INTRODUCTION

1.1 Purpose of the Emergency Management Plan

This document supports the Department of Education's [Emergency Management - Plans for schools guidelines](#).

- 1. Prevention:** measures to identify risks and eliminate or reduce the incidence or severity of emergencies.
- 2. Preparedness:** measures to ensure that communities are capable of coping with the effects of emergencies.
- 3. Response:** measures taken during and immediately after emergencies to ensure the effects are minimised and appropriate responses are initiated.
- 4. Recovery:** measures that support resumption of 'business as usual' as soon as possible after an incident has occurred, including a review of the effectiveness of the responses to adjust processes as necessary to improve emergency management.



The purpose of this Emergency Management Plan is to provide details of how the school will prepare, respond and recover from emergency situations.

1.2 Scope

This Emergency Management Plan applies to all staff, students, visitors, contractors and volunteers at the school, includes all activities, and takes into account hazards within one kilometre of the school.

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each school excursion must be risk managed separately. For more information please refer to the department's [Excursions policy and guidelines](#).

1.3 Instructions

- A) This template serves as a guide to assist schools with recording relevant information for use in an emergency situation. Schools must ensure that they provide information relevant to their own schools and communities.**
- B) All sections must be completed by the school principal. Each section includes suggestions to assist principals to identify areas to consider when developing an Emergency Management Plan.**
- C) Attach all relevant maps, building plans or other diagrams to this Plan. All information needed in an emergency should be included.**
- D) Prior to submitting your Emergency Management Plan for approval, ensure that the principal checklist has been signed and dated (page 7).**

2. SCHOOL PROFILE

This section contains important information specific to the school.

Operational factors

- Physical address: **50 Woodlake Boulevard, Durack NT 0830.**
- Office hours: **7:45am – 3:15pm**
- Contacts including name, phone and email address:

Principal: Joanne Jefferson, Ph. 8997 7555; Mob 0402 208 733

Email: joanne.jefferson@ntschoools.net

Assistant Principal: Kerry Vincent, Ph. 8997 7555; Mob 0402 425 338

Email: Kerry.vincent@ntschoools.net

Assistant Principal: Felicity Green, Ph. 8997 7555; Mob 0428 737 453

Email: felicity.green@ntschoools.net

Business Manager: Cathy Kerr, Ph. 8997 7555; Mob 0450 488 892

Email: cathy.kerr@ntschoools.net

- Number of buildings. **13**
- Building map with the following clearly marked: **Appendix F**
 - emergency exits
 - fire alarms are automatic – Durack School does not have manual fire alarms
- Location of emergency shutoff for air-conditioning, power and water (e.g. sprinkler systems) including location of shutoff instructions. **Appendix G**
- Location of emergency power system including location of instructions (if applicable). **Appendix G**
- Is the school a designated public emergency shelter? **No**
- **Outside School Hours Care program/other users of the school:**

YMCA

- Location: Assembly Hall
- student numbers: 100
- operating hours/days: Mon – Friday 6am-8am: 2:30pm – 6pm
- mobile number: 0439 991 095

Traditional Shotokan Karate

- Location: Assembly Hall
- Participants: 10
- operating hours/days: Mon & Wed 6pm-7:30pm
- mobile number: 0419 829 135

DJ's Peak Fitness

- Location: Assembly Hall
- Participants: 20
- Operating hours/days: Tuesday & Thursday 6:30-7:30pm, Sunday 8-9am
- Mobile number: 0407413405

Demographic factors

- Student population: Approx. **500**
- Staff numbers: **45**
- Student and staff health/disability factors. **NIL**

Geographic factors

- Area map which details roads into and away from the school. **Appendix H**
- Access to public transport – **Bus stop on Woodlake Boulevard – Appendix H**
- Distance from the school to emergency services and other facilities: Police Station – **1.3km**

Specific risk factors

- Natural disasters (e.g. flood, cyclone, bushfire).
- Disappearance or removal of a student
- Serious injury/sexual assault/serious assaults
- Bomb threat/alert
- Fire in school building/bushfire
- Air conditioning or air quality failure
- Interruption to power or water supply
- Outbreak of disease
- Collapse/major damage to building or equipment
- Motor vehicle collision/impact with the school
- Impact by equipment/machinery/aircraft
- Fumes/spill/leak/contamination by hazardous material
- Siege/hostage/firearms
- Dangerous animals (e.g. snakes, crocodiles)

3. SCHOOL COMMITMENT

The school has committed to the following key Emergency Management actions:

Action	When	Action Officer	Initial / Date
Ensure staff members understand the policies and procedures relating to emergency management.	Term 1 <i>For new staff, this will happen on arrival.</i>	Principal	
Ensure staff are aware of standard response to natural disasters, emergencies and critical incidents that are outlined in this Emergency Management Plan.	Term 1 <i>For new staff, this will happen on arrival.</i>	Principal	
Ensure that this Emergency Management Plan and all associated supporting documents are stored in a location that is readily accessible by staff during an emergency or critical incident.	Term 1	Principal	
Ensure frequent rehearsals and regular testing of all emergency management/evacuation procedures and, in regard to preschools, ensure that these rehearsals are documented.*	Once per term	Principal	
Ensure emergency equipment throughout the school and alarms are tested.	Once per annum	Principal	
Ensure emergency and evacuation floor plans and instructions are displayed in prominent positions across the school. In regard to regulated preschools, this Plan must be displayed near each identified exit at the preschool premises.	Once per year or following an emergency/critical incident.	Principal	
Ensure the Emergency Management Plan is made in line to the departmental policy and guidelines.	Once per year or following an emergency/critical incident.	Principal / Regional Director	
Identify and engage with local services, support agencies and organisations who can provide assistance or support during or following an emergency event occurring.	Ongoing	Principal	
Develop and ensure that students and staff welfare is monitored and maintained through appropriate debriefing and access to support following an emergency event occurring.	Once per year or following an emergency/critical incident.	Principal	

*Preschool rehearsals must be undertaken every three months and documented in line with QECNT requirements.

4. CORE ASPECTS OF EMERGENCY MANAGEMENT PLAN

4.1 Prevention and preparedness

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 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.
- Evacuation and Invacuation procedures displayed prominently in each room and posters indicating exit pathways to evacuation area displayed by exit doorways. These to be checked by Administration Manager/ delegate at the commencement of each Semester.
- Practice drills for evacuation, Code 1 and Code Red Invacuation each term.

IMPLEMENTATION

It is important that we know exactly who is in the school in emergency situations.

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.

Rolls are to be kept up to date and completed by 8:30am in the morning and 1:30pm in the afternoon.

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 the Regional Director PARR 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.

PRACTICE DRILLS - EVACUATION and INVACUATION

Evacuation (Fire, bomb threat etc.)

Term 1 - one notified evacuation.

Terms 2, 3 & 4 – 1 un-notified evacuation each term.

Invacuation Term 1 - one notified Code 1 and Code Red.

Terms 2, 3 & 4 – 1 un-notified Invacuation Code 1 and Code Red each term.

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 the Principal to implement Emergency Procedures.
- *If the Principal is not in the school*
3. Assistant Principal to implement Emergency Procedures.

<i>THREAT</i>	<i>PROCEDURES to alert staff and students</i>
Fire	Fire Alarm Bell to ring. Follow Durack School Emergency <u>Evacuation</u> Procedures - APPENDIX B
Bomb Threat	As directed by Principal / delegate <u>Evacuation</u>
Code One Invacuation (armed or aggressive intruder <u>in vicinity</u>)	Principal / delegate member alerts staff via PA system that Code One is in effect. APPENDIX B <u>Invacuation</u>
Code Red Invacuation (armed or aggressive intruder <u>on premises</u>)	Principal / Senior Staff member alerts staff via PA system that Code Red is in effect. APPENDIX B
Cyclone	Follow emergency procedures as detailed in Durack Cyclone Procedures & directed by NT DoE
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 Basketball courts (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 an announcement for children to assemble on Basketball courts (fire, bomb) or location announced on PA (depending on the type and location of the emergency).

- In the case of a Code 1 Invacuation, students return to their classrooms. In the case of a Code Red, students go 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.

Responsibilities during emergency Evacuations and Invacuations are included in:

Appendix B - Evacuation/ Invacuation responsibilities for Teachers.

Appendix C - Evacuation Non - Teaching staff.

Appendix D - Invacuation Procedures for Administration Staff.

EMERGENCY ACTIONS

Immediate Actions for Office staff

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.
- Principal or delegate will inform appropriate education authority representative (Regional Director PARR /Executive Director Schools North).

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.

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 in the Emergency Actions Section.

PALMERSTON CITY SCHOOLS TELEPHONE COMMUNICATION TREE

When incidents occur that might pose a threat to the wellbeing 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**

PARR Regional Office: 89449387

Media and Marketing: 89014916

Contact the Principal of:

Driver Primary School: 89359000

Gray Primary School: 89321700

Palmerston College 89977999

4.2 Response

Emergency Actions

1. Fire
2. Bomb scare
3. Armed threat
4. Cyclone
5. Earthquake
6. Telephone Threats
7. Toxic Emissions
8. Siege - Hostage
9. Major Transport Accident
10. Explosion
11. Food Contamination / Poison
12. Facilities - Building Failure checklist
13. Facilities – Electrical Failure checklist
14. Facilities - Water Supply Failure Checklist
15. Injury outbreak of disease checklist
16. Death from Natural Causes
17. Lost student
18. Unlawful removal of a student
19. Physical Assault Checklist
20. Personal Assault
21. Sexual Assault Checklist
22. Assault – Verbal Abuse Checklist
23. Physical Injury – on and off site checklist
24. Off-site injury – Excursion checklist
25. Trapped Person

1. FIRE - Appendices B & C - Durack School Emergency Evacuation Plan (Page 24, 25)

- Fire bells will sound.
- Staff and students follow the *Durack School Emergency Evacuation Plan*
- 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.
- In cases where only a partial evacuation of the building is required this will be announced on the PA system.
- The Principal will advise staff when it is safe to re-enter buildings.

2. BOMB SCARE - Evacuation - Appendices B & C (PAGE 24, 25)

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.

3. ARMED THREAT - Invacuation - Appendices B & D (Page 24, 26-28)

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 return to "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.

4. CYCLONE - APPENDIX E - Durack School Cyclone Plan (Page 30, 31)

- 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 television.
- If there is no deterioration school closure will not occur.

5. EARTHQUAKE/EARTH TREMOR

- If students are outside, they should follow procedures as for fire drill but assemble at the centre of the oval - move everybody away from buildings, trees or power lines.
- If students are inside, they should shelter away from walls and seek cover under tables, desks and under doorway frames.
- Ensure that nobody leaves the building.
- After the quake/tremor wait for advice before taking any action.

WHEN TREMOR HAS SUBSIDED

- Evacuate everybody clear of buildings, trees and power lines.
- Tune into radio and follow any emergency instructions.
- Ensure that building is safe before allowing persons to re-enter.
- Principal (or delegate) notify Regional Director PARR, Bryan Hughes 8944 9260 Mobile 0458 730 012.

6. TELEPHONE THREATS

- Record the exact wording and the nature of the threat.
- Ask the following questions and record the answers:

GENERAL THREAT

What are you threatening to do?
Why are you making this threat?
When do you intend to carry it out?
Do you intend to telephone again?
What is your name?
What is your address?

BOMB THREAT

When is the bomb going to explode?
Where did you put the bomb?
When did you put it there?
What does the bomb look like?
What will make the bomb explode?
Did you place the bomb?
Where are you?

- Don't hang up if you have access to another phone. It may be possible to trace the call.
- Contact Police on: 000 Ask police to trace the call

IDENTIFYING THE CALLER

Callers Voice

Male	Calm	Crying	Deep
Female	Angry	Normal	Ragged
Old	Excited	Distinct	Clearing throat
Young	Slow	Slurred	Deep breathing
	Rapid	Nasal	Cracking voice
	Soft	Stutter	Disguised
	Loud	Lisp	Accent
	Laughter	Raspy	Familiar

Background Noises

Street noises	House noises	Clear
Crockery	Motor	Static
Voices	Office machinery	Local
PA system	Factory machinery	Long distance
Music	Animal noises	
Other.....		

7. TOXIC EMISSIONS

- Check source of the emission.
- If internal evacuate to the basketball courts.
- If external stay indoors and close all doors and windows.
- Notify Fire Brigade on: 000
- Notify Police on: 000
- Await instructions from Officer in Charge.
- Notify Regional Director PARR (Principal or delegate)

8. SIEGE / HOSTAGE

- Confirm facts by personal observation or a second information source.
- Contact Police on: 000
- Ensure that students do not move into areas of direct danger.
- Evacuate partially or totally.
- Assemble personnel with a direct knowledge of:
 - Events
 - Interior layout
 - The hostage(s)
 - The assailant(s)
- Co-operate and assist Police as necessary.
- Notify Regional Director PARR (Principal or delegate)

9. MAJOR TRANSPORT ACCIDENT

- Assess damage and injuries.
- Notify Police and NT Fire and Emergency Services on: 000
- Render First Aid if required.
- Notify Principal who will notify Regional Director PARR.

10. EXPLOSION

- When alerted, check source of the disaster.
- Evacuate partially or totally.
- Notify Police and NT Fire and Emergency Services on: 000
- Await instructions from the Officer in Charge.
- Notify Regional Director PARR (Principal or delegate)

11. FOOD CONTAMINATION / POISONING

- Assess number of people involved.
- Contact Poisons Information Centre on: 131126
- Contact Ambulance on: 000
- Render First Aid if possible.
- Collect samples of the substances concerned for testing and identification.
- Notify the parents or guardian.
- Notify Regional Director PARR (Principal or delegate)

12. FACILITIES – BUILDING FAILURE CHECKLIST

- Evacuate the building according to circumstances.
- Determine if there are any casualties and the nature of their injuries, without placing any personnel at risk.
- Contact appropriate emergency service on 000.
- Assemble and record all site personnel.
- Determine missing persons and report to emergency service personnel.
- Avoid contact with blood and other body fluids by using protective gloves
- Administer first aid where appropriate.
- Seek appropriate medical assistance from a doctor or St John Ambulance Service on 000.
- Report the incident to regional director PARR, Bryan Hughes 8944 9260.
- Notify NT police if vandalism is suspected.
- Call Urgent Minor Repairs on 8999 4666 to log a request for works.
- Contact qualified persons to repair the damage to the buildings in consultation with financial services – manager infrastructure and operations.
- Re-enter the building(s) only after facilities section or NT Worksafe have given the all-clear.
- Monitor the safety of the repaired building(s).
- Contact Media & Marketing – (08) 8901 4919 Mobile 0401119215 before talking to the media about the incident (principal or delegate).

13. FACILITIES – ELECTRICAL FAILURE CHECKLIST

You may need to:

- Assess the situation to determine the nature of the equipment failure - live electricity is a life threatening hazard.
- Evacuate the area according to circumstances and cordon off dangerous areas.
- Phone the NT fire service or other emergency service as required.
- Assist person(s) in immediate danger, without placing yourself in danger.
- Apply first aid if personal injury has occurred and call St John's Ambulance Service immediately on 000.
- Use an appropriate fire extinguisher and/or fire blanket to put out flames.
- Call Urgent Minor Repairs on 8999 4666 to log a request for works.
- Have qualified person(s) evaluate the extent of the damage to the equipment and the workplace.
- Have a qualified contractor repair the damage.
- Return the workplace to normal as soon as possible.

Ongoing Prevention / Preparedness

- Establish an ongoing process to check all electrical equipment to ensure that it is safe and properly maintained.
- Review warning signs around the workplace.

14. FACILITIES – WATER SUPPLY FAILURE CHECKLIST

You may need to:

- Determine the nature and cause of the stoppage, if possible.
- Contact PowerWater on 1800 245 090 to determine if the failure is related to supply and determine how long the water will be off.
- If the supply failure is not due to PowerWater log a request for works through the Urgent Minor Repairs on 8999 4666.
- Report the incident to regional director PARR
- Report the incident to facilities section.
- In consultation with above, decide whether to keep the workplace open or to close it:
 - Consider hygiene
 - Assess the availability of drinking water & impact on air-conditioning plant
 - Assess the effect on the firefighting facilities at the workplace
 - Investigate whether toilet and other hygiene facilities can continue to function
- Notify the NT Fire Service if firefighting facilities are affected.
- Inform people in the workplace about the incident and the measures being taken to deal with it.
- Inform school community including OSHC on 0439 991 095 and make any arrangements that may be needed for students / staff to leave the school in the event of closure.
- Contact Media & Marketing – (08) 89014919 mobile 0401119215 if media announcements are required.
- Return workplace to normal functioning as soon as possible.

15. INJURY – OUTBREAK OF DISEASE CHECKLIST

You may need to:

- Assess the situation and where possible identify the nature of the disease.
- Isolate the person(s) with the disease and any contaminated material or equipment.
- Gain information and advice on communicable diseases from the Department of Health and Families, centre of disease control on 8922 8044.
- Notify the parents/carers/next of kin.
- Report the incident to the Bryan Hughes, Regional Director PARR, on 8944 9260.
- Hold staff meeting(s) and school assembly(s) where necessary to disseminate information.
- Re-admit infected person(s) when cleared by medical authorities.
- Contact Media & Marketing – (08) 8901 4919 Mob 0401119215 in liaison with the Department of Health and Families (media & communications), before talking to the media about the incident (principal or delegate).

16. DEATH FROM NATURAL CAUSES CHECKLIST

You may need to:

- Notify the Principal.
- Seek medical assistance and call St John Ambulance Service on 000, (or local Community Health Centre) immediately.
- Call NT Police on 000.
- Isolate site and cover the victim.
- Avoid contact with blood and other body fluids by using protective gloves
- Do not disturb any evidence the police may find useful.
- Report the incident to the Director School Performance and discuss the possible need for support (i.e. Counselling).
- Make arrangements with the police for parents/carers/next of kin to be notified.
- Prepare a Newsflash of the incident and forward it to Regional Director PARR Executive Director and Media & Marketing.
- Students may want to draw/paint/write their thoughts.
- A special assembly could be held to celebrate their life.
- Identify need for longer term Counselling support.

17. LOST STUDENT

- Consult students on:-
 - Possible whereabouts;
 - Description of clothing;
 - Emotional state of child when last seen.
- Notify Principal / Assistant Principal, who will:-
 - Notify Police
 - Notify parents or guardian
 - Notify Regional Counter Disaster Controller
 - Notify Regional Director PARR

18. UNLAWFUL REMOVAL OF STUDENT

- Notify Principal / Assistant Principal, who will:-
 - Notify Police.
 - Notify Bryan Hughes, Regional Director PARR, on 8944 9260.
 - Notify parents or guardian.

19. PHYSICAL ASSAULT CHECKLIST

You may need to:

- Assess the situation and remain calm – physical assault can be a criminal offence such as intent to cause grievous bodily harm, aggravated assault.
- Take no action that will provoke the assailant and, where necessary (and possible), call for assistance.
- Invacuation of other staff and students may be required.
- Assist the victim(s) without endangering self or other people.
- Report the incident to the regional director PARR and discuss the possible need for support (i.e. Counselling).
- Contact the NT Police on 000.
- Collect information from the assailant(s), such as name, address etc.
- Promote a “supportive workplace environment” and train people accordingly.
- Contact the Media & Marketing – (08) 8901 4919 Mobile 0401119215 before talking to the media about the incident (principal or delegate).

20. ASSAULT – OUT OF CONTROL STUDENT CHECKLIST

You may need to:

- Assess the situation and remain calm.
- Take no action that will provoke the situation; where necessary (and possible) call for assistance.
- Encourage other people to remain calm.
- Contact Principal/delegate to initiate Invacuation /evacuation of other students.
- Assist the victim(s) (if applicable) without endangering yourself or other people.
- Inform parents/carers/next of kin.
- Report the incident to the Regional Director PARR as required (Principal or delegate).

21. SEXUAL ASSAULT CHECKLIST

You may need to:

- Assess the situation – sexual assault covers a number of criminal offences such as indecent assault, aggravated sexual assault, sexual intercourse with a young person under seventeen years of age, and rape.
- Make the victim as comfortable as possible.
- Inform the Principal who will inform Regional Director PARR - do not act alone.
- Contact NT Police as for all sexual assaults and take no action until the police have reported and advised on the incident.

- Make arrangements with police for parents, carers, next of kin of all students directly involved to be notified as soon as possible.
- Contact a Children & Family Services Officer (NT Department of Health and Community Services) if the incident involves a child.
- Contact the Media & Marketing – (08) 8901 4919 Mobile 0401119215 before talking to the media about the incident.
- Promote a supportive workplace environment and train people accordingly.

22. ASSAULT – VERBAL ABUSE CHECKLIST

You may need to:

- Remain calm and do not further antagonise the situation.
- Identify the reason(s) for the situation – for example, personal aggression, refusal to obey instructions, irrational disagreement, emotional disturbance.
- Call for assistance and report the incident to your supervisor, who may contact the NT Police as appropriate.
- Remind the offender(s) that he or she is in a public place and should refrain from using abusive language (in remote communities family members may be the appropriate person/s to negotiate).
- If not a student or staff member, ask the person(s) to leave the premises if they persist in using abusive language and/or creating a nuisance
- Promote a supportive workplace environment and train people accordingly.

23. PHYSICAL INJURY – ON AND OFF SITE CHECKLIST

You may need to:

- Assess the situation and the condition of the person(s); i.e. broken bones/burns/possible internal damage/serious lacerations/sudden illness.
- Isolate the person(s) and make them as comfortable as possible.
- Avoid contact with blood and other body fluids by using protective gloves
- Apply basic first aid to the person(s).
- Seek medical advice from a doctor or St John's Ambulance Service immediately on 000. Inform the Principal or delegate.
- Notify parents/carers/next of kin
- Report the incident to the Regional Director PARR and discuss the possible need for support (i.e. counselling).
- Contact Media & Marketing – (08) 8901 4919 Mobile 0401119215 before talking to the media about the incident (Principal or delegate).

24. OFF SITE INJURY – EXCURSION CHECKLIST

You may need to:

- Assess the safety needs of the group and the situation - safety, injuries, environment, and condition of party.
- Make sure everyone is safe and encourage them to remain calm.
- Avoid contact with blood or other body fluids by using protective gloves.
- Attend to injured people.

- Identify and use people in the group who can assist in managing the incident.
- Remove/isolate group from incident site.
- Inform NT Police as soon as possible on 000.
- Contact the Principal as soon as possible (this may be done direct or through other parties such as the police and emergency services).
- Cover the body as required and make sure it cannot be disturbed if possible.
- Establish adequate shelter if required and nurture the needs of the people involved.
- Talk to people about their concerns and alleviate immediate stress such as denial, rejection, guilt, irrational behaviour, severe shock, loss of control, hysteria, and deal with people who are likely to develop physical and/or emotional problems.
- Decide on a strategy for looking after people until outside help arrives.
- Collect accurate information (written and photographic) about the incident.
- Contact the Media & Marketing – (08) 8901 4919 Mobile 0401119215 before talking to the media about the incident (Principal or delegate).

25. TRAPPED PERSON

- Contact Fire Brigade on: 000
- Keep area clear
- Secure any structural damage if safe
- Render First Aid if possible
- Notify Principal who will notify Regional Director PARR

4.3 Recover

- Response and reporting procedures for specific emergency situations are outlined in the Emergency Actions section.
 - Appropriate debriefing and support will be provided where applicable.
 - After each emergency situation there will be a review to determine the effectiveness of responses and processes. It is the responsibility of the Principal to ensure that a review occurs.
 - After each emergency practice drill there will be a review at the following staff meeting.
 - The WH & S committee will review the Emergency Management Plan annually. Responsibilities updated with staff changes.
-

APPENDICES

Appendix A: Department & School contact numbers

Appendix B: Emergency Evacuation and Invacuation - Teachers responsibilities

Appendix C: Evacuation Non-teaching staff responsibilities.

Appendix D: Invacuation procedures and responsibilities for Administration staff.

Appendix E: Cyclone Plan

MAPS, BUILDING DIAGRAMS ETC.

Appendix F: Building map showing emergency exits plus Map showing example of evacuation route
- All rooms with exit doors have a map to indicate fire extinguishers, fire hoses and the exit route for that specific room to the evacuation assembly area.

Appendix G: Map indicating location of Plant Rooms, Water Mains etc

Appendix H – Map - Location of Durack School

IN CASE OF EMERGENCY

**CALL POLICE, FIRE AND
EMERGENCY SERVICES
IMMEDIATELY**

000

**NOTIFY THE REGIONAL
DIRECTOR**

Region:

PARR

Name:

Bryan Hughes

Phone:

(08) 89449260

Mobile:

0458730012

REGIONAL CONTACT NUMBERS

Alice Springs **8951 1609**

Arnhem **8987 0887**

Barkly **8962 4571**

Darwin **8999 5619**

Katherine **8972 5393**

Palmerston & Rural **8944 9260**

APPENDIX A – STAFF CONTACT

2018

9 Donna Raymond Yr 3/4 77579	11 ■ Jessica Beaton Yr 3/4 77581
10 Julie Geisel Yr 3/4 77580	12 Tina Fluri Yr 3/4 77582

Simone Timms
77561

C Block

D Block

19 Sharon Griffey Year 1/2 77589
18 Pauline Campbell Year 1 77588
17 Gwen Camigla Year 1/2 ■ 77587

School phone.
8997 7555

5 Donna Robbins Yr 1/2 77575	7 ■ Jemma Reeves Yr 1/2 77577
6 Susan Short Yr 1/2 77576	8 Haylee McNeil Yr 1/2 77578

DSTA
Cassie Knight
77553

B Block

E Block

Library Pete Kavanagh 77549 Amy Hobbs 77544	Library Class Lesley Colling Year 3/4 77554
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16 Lauren Ireland Yr 5/6 77586	14 Tracy Herrick Yr 5/6 77584
15 Brenda Kellam Yr 5/6 77585	13 Sally Bykowski Yr 5/6 77583

Simon Hook
PE
Christine Milne
Aquaculture
Jacquie Saunders
Special Ed
77563

Aqua
Farm
Christine
Milne
77540

Katie Burden
& Khye Sibenaler
77559

1 Kate Hender T 77571	3 ■ Jennifer Da Silva T 77573
2 Aimee Hawkett T 77572	4 Anne-Marie Fullarton T 77574

A Block

GP Room Jackie Edie Year 5/6 77546 ■
Community Room Jen Walker Performing Arts 77547

Assembly
Hall

Canteen Laura Gornall 77592
Maintenance Officer Gary Chatto 77591

YMCA
OSHC
77593

Preschool

Peta Pollock Carolyn Burke 77566 ■	Jessica Lynch Amy Smith 77568
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Administration

Staffroom Di Carrier 77548	Elise Duncan 77542 Stevi Cairns 77541 ■	Business Manager Cathy Kerr 77543 Meeting Room 77545	Principal Jo Jefferson 77552	Assistant Principal Kerry Vincent 77551 Assistant Principal Felicity Green 77550
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■ **ASTHMA KIT**

APPENDIX B:

EMERGENCY PROCEDURES

<p align="center"><u>EVACUATION</u></p> <p><u>FIRE</u> Alarm</p> <p><u>Assembly point BASKETBALL COURT</u></p> <p>Wet / stormy weather partial evacuation to building away from fire.</p> <p><u>BOMB</u> PA announcement</p> <p><u>Assembly point BASKETBALL COURT</u></p> <p>unless otherwise directed</p>	<p align="center"><u>CODE 1 INVACUATION</u></p> <p align="center"><u>ARMED OR AGGRESSIVE INTRUDER IN VICINITY</u></p> <p align="center"><u>LOCK IN CLASSROOMS</u></p>	<p align="center"><u>CODE RED INVACUATION</u></p> <p align="center"><u>ARMED OR AGGRESSIVE INTRUDER ON PREMISES</u></p> <p align="center"><u>LOCK IN AND OUT OF SIGHT</u></p>
<ul style="list-style-type: none"> Students stop what they are doing & line up in pairs Teacher collects emergency class list (RED) <u>Close but not lock</u> doors. Class walk to Basketball Courts - path away from buildings Students out of class (toilets etc.) go directly to the basketball court and report to class teacher Line up on basketball court Teacher checks roll Teacher informs Principal (red hat wearer if anyone missing) NCT teachers take class to basketball court Teacher on release collect class list & meet class at basketball court 	<ul style="list-style-type: none"> <u>CODE 1</u> announced on PA Students and teachers move into classrooms or nearest safe location and lock all external doors. Students in toilets move back to classroom as quickly as possible. Teachers to notify Office immediately if a child is missing. Programs continue as normal. Code 1 continues until the all clear is given. 	<ul style="list-style-type: none"> <u>CODE RED</u> announced on PA Students and teachers move into classrooms or nearest safe location & <ul style="list-style-type: none"> ➢ Lock all external doors ➢ Turn off lights ➢ Lie under tables or move into internal rooms <u>out of sight</u>. Students in toilets run back to the closest classroom as soon as possible. Student Missing: Teacher to contact Leadership team member on mobile. Students out of classroom to stay with supervising teacher, and if safe to do so, move to the nearest lockable room. Assembly hall – behind the concertina doors -store room. Code Red continues until the all clear is given.
<p><u>EVACUATION Recess / lunch</u></p>	<p><u>CODE 1 Recess / lunch</u></p>	<p><u>CODE RED Recess /Lunch</u></p>
<ul style="list-style-type: none"> On alarm / announcement, all students / teachers go to the basketball court unless otherwise directed. Teachers on duty supervise until class teacher arrive Office staff will provide teachers with class lists to check roll. 	<ul style="list-style-type: none"> On CODE 1 announcement children directed by teachers on duty to classrooms. Teachers immediately go to classrooms rounding up students on the way. Implement CODE 1 procedures. 	<ul style="list-style-type: none"> On CODE RED announcement children directed by duty teachers to <u>nearest</u> lockable room. Teachers not on duty immediately assist children to rooms if safe to do so. Implement CODE RED Procedures.
<p><u>EVACUATION before 8:10am</u></p>	<p><u>INVACUATION CODE 1 Before / After school</u></p>	<p><u>INVACUATION CODE RED Before/ After school</u></p>
<ul style="list-style-type: none"> On alarm/ announcement lead students to assemble on basketball court or location announced - PA 	<ul style="list-style-type: none"> On Code 1 staff direct students to classes Staff member without classes direct arriving students to classes as quickly as possible Lock in as for CODE 1 	<ul style="list-style-type: none"> On Code RED staff direct students to safest area or nearest lockable room if safe to do so. Lock in as for Code RED

APPENDIX C - Non Teaching Staff Responsibilities

Hat Type and Number	Hat Wearer	Understudy	Area of Responsibility	Duties
White Hat Admin Hallway	Business Manager Cathy Kerr	Admin Officer Stevi Cairns	The School	Liaise with firemen at the front of the school. Secure valuables, check rooms in Admin block.
White Hat Admin Hallway	Principal Jo Jefferson	Assistant Principal Felicity Green	Evacuation Area on Basketball Court Check Specialist Teachers and Aquaponics Shed	Collect checklist. Check with red hats all teachers and students present and correct in evacuation area. Advise Red Hat 7 of status.
Red Hat #1 Admin Hallway	Admin Officer Elise Duncan	Admin Officer Stevi Cairns	First Aid, Board in Office, Visitors Book, Staff sign in book, emergency rolls	Collect *First Aid Box * Check visitors, staff sign in book and report to White Hat at evacuation point.
Red Hat #2 A Block Store	Assistant Principal Kerry Vincent	Assistant Principal Felicity Green	A Block & Early Years toilets, Preschool	Check rooms for students and shut all doors. Check all Preschool & Transition teachers and students at evacuation point and report status to White Hat.
Red Hat #3 B Block Store	Admin Officer Amy Hobbs	Library IT Peter Kavanagh Admin Stevi Cairns	B Block & Library	Check rooms for students and shut all doors. Check all 1/2 teachers and students at evacuation point and report status to White Hat Print Student Absentee and Master list. Report to White Hat
Red Hat #4 C Block Office	Simone Timms	DSTA Cassie Knight	C Block Primary Years toilets	Check rooms for students and shut all doors. Check all 3/4 teachers and students at evacuation point and report status to White Hat
Red Hat #5 D Block Storeroom Rm 19	Admin Di Carrier	Library/IT Peter Kavanagh	D Block	Check rooms for students and shut all doors. Report to Report to White Hat at evacuation point.
Red Hat #6 Special Ed Office	Special Education Teacher Jacqui Saunders	DSTA - Cassie Knight	E Block	Check rooms for students and shut all doors. Check all 5/6 teachers and students at evacuation point and report status to White Hat
Red Hat #7 Maintenance Officers Room	Maintenance Officer Alan Jefferson	Admin Officer Amy Hobbs	Assembly Area, Canteen Assembly hall toilets, General Purpose/Community Rooms. YMCA, Caretaker.	Check all areas for students. Notify the Caretaker, YMCA. Check with White Hat at evacuation point and inform White Hat at the front of the school of the status of all students and staff. Wait at the front of the school with White Hat
All teachers			Students	Supervise orderly evacuation of students. Shut doors but DO NOT LOCK . Line up in orderly lines in evacuation area. Take roll and report any missing students to White Hat at evacuation point. Confirm all class accounted for / any missing students.

APPENDIX D

CODE 1 INVACUATION

ARMED OR AGGRESSIVE INTRUDER IN VICINITY

1. Announcement CODE 1 on PA by most senior member of staff available in the office at the time. Repeat at least 5 times. Repeat again after 2 minutes.
2. Teachers and classroom based staff follow procedures as per CODE 1 LOCK IN CLASSROOMS.
3. Teachers on release go to the classroom where the class is e.g. GP room, library. If outside with another teacher e.g. PE/Aquaponics, that teacher returns with children to their classroom. Teachers to notify office if a child is missing.
4. Lock front and side office doors - Admin staff.
5. Lock Gates
 - i. Preschool and Primary – Admin staff.
 - ii. Driveway and oval gates– Maintenance Officer.
6. Principal check EC toilets, EC play areas including preschool.
7. Maintenance Officer to visually check playground, Oval, Basketball courts and upper primary toilets.
8. Admin staff /DSTA to visually check all classrooms, and library doors are locked. Notify Principal/AP if anyone is missing.
9. Visual check on front door to give entry to appropriate people if required
10. Announcement made when all clear is given.

If the police have not given clearance after an hour:

1. Allow children to go to the toilet only – escorted if possible.
2. Keep doors locked.
3. Children to have recess / lunch in classrooms.
4. Parents notified to pick up children at the end of the day.

CODE 1 INVACUATION

Position	Understudy	Responsibility
Teachers and classroom support staff	N/A	As per lock in instructions Check roll and advise office if anyone unaccounted for
Principal & Assistant Principals	Assistant Principal	Make announcement. Check outside play areas and toilets EC side of the school. Check all classroom doors.
Maintenance Officer	Admin Manager	Check toilets and outside play areas on Upper Primary side of the school including oval. Lock oval & side gates (near canteen)
Administration Manager	A02 Stevi	Check gates, Admin office doors, sick bay & toilets.

APPENDIX D

CODE RED INVACUATION **ARMED OR AGGRESSIVE INTRUDER ON PREMISES**

LOCK IN AND OUT OF SIGHT

1. Announcement **CODE RED** on PA immediately. Repeat announcement 5 times.
2. Contact Police on 000.
3. Teachers and classroom based staff follow directions in emergency plan **LOCK IN AND OUT OF SIGHT**.
4. Check Emergency Roll. Contact office on extension 77545 (Meeting Room) or Leadership Team member mobile if child out of class or in toilets, If safe to do so.
5. Office all doors locked. Blinds shut. Lights out. **DO NOT** lock gates!
6. Wait for announcement on PA to advise of all clear.

MOVE CHILDREN TO OUT OF SIGHT AREAS					
Pre School	Pre School Hallway	Room 5	B Block Middle Room	Room 13	E block Middle Room
Room 1	A Block Middle Room	Room 6		Room 14	E Block Store Room
Room 2		Room 7		Room 15	E block Middle Room
Room 3		Room 8		Room 16	
Room 4					
Office	Meeting Room	Room 9	C Block Computer Lab	Rm 17/18	Wet area under windows
Canteen	Store Room	Room 10		Rm 19	Computer Room
Maintenance Office	Maintenance Office	Room 11		GP room	Under windows
Community Room	Storeroom	Room 12		Library Class	Upstairs
Aquaponics Class	OSHC Building			Library Lessons	Behind fiction section along wall

Teachers on Release – stay where you are

APPENDIX E 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 television. School closure will only happen following advice from the CE DECS.

IF THERE IS NO DETERIORATION SCHOOL CLOSURE WILL NOT OCCUR.

Cyclone Watch

Students

- Parents are free to pick up their children (if they are concerned) before the official cyclone school closure has been announced. Parents must sign their children out at the front office.
- Determine whether normal dismissal arrangements will apply or if there is a need for alternate arrangements.

Grounds

- Any additional furniture to be stored inside.
- Any unsecured items must be stored.
- All equipment and fittings need to be secured and sites cleaned of rubbish.
- Determine whether shade cloth and/or other awnings need to be dismantled.
- Check drains are clear.

Cyclone Warning

- All AV and IT equipment must be unplugged and, if possible, moved into store rooms or safe location.
- Furniture is to be placed in the centre of the room – chairs stacked (not on tables).
- Laptops need to be taken home or to the AV room.
- All movable outside furniture/ play equipment stored in classrooms / store rooms where appropriate.

NB: Personal items are not covered by school insurance

Procedure in the event of school closing in school time:

- No students will be dismissed from the school office. They must be collected from the classroom.
- Administration staff will distribute class list to keep record of who has been collected, by whom and when. Children who are absent from school must be marked absent on this page.
- Office staff will notify classroom of any special instructions, e.g. Mr. J rang and gave permission for John to go home with Mrs. X. Children cannot be collected by a neighbour or friend without parent /carer permission.

- Students still remaining an hour after the official notification will gather in the library where senior staff will supervise them while parents are phoned.
- Teaching staff may leave as soon as their students have gone or have been handed over to senior staff. Class lists are to be left with the supervising senior staff to ensure that everyone is accounted for.
- Non-teaching staff may leave when the school is organised and after reporting to the Principal.
- All staff MUST record their name and time of departure at the front office.
- In the event of a child/children not being collected within a reasonable time to the announcement of school closure children remaining at school will be escorted by the principal and / or delegates to Palmerston College – Rosebery Campus Cyclone Shelter and placed in the care of the cyclone shelter coordinator.
- Children are not to return to school until advised to do so. Local media will transmit this information.

Administration staff will be responsible for:

- Dealing with enquiries.
- Organise class lists for teachers - release of children into parent care.
- Advise classroom teachers on special arrangements re pick-up;
- Ensure sick room, staffroom, toilets, shower etc. in administration block are vacant;
- The appropriate storage of Office equipment - files secured, money placed in the safe.
- MYOB Back-up completed by Business Manager.

Maintenance Officer Assist with storage of equipment, ensure that all buildings are locked and secure and when and where practical, shut off power.

Cleaning staff: Bins – all wheelie bins to be stored in assembly hall.

Staff

ALL STAFF must have approval from the Principal before leaving the school.

Principal will release staff ASAP but in following priority order for release;

- Collection of own children from school or care
- Long distance to travel
- Other needs

Specialist teachers may be required to take over a class if a teacher has to leave.

Return to work

Earliest practical time after all clear is given but first make arrangements for accommodation of dependents and safeguarding of property.



APPENDIX F

EMERGENCY EXITS



APPENDIX F – Example of Evacuation Diagram

EMERGENCY EVACUATION DIAGRAM

DURACK PRIMARY SCHOOL
WOODLAKE BOULEVARD, DURACK



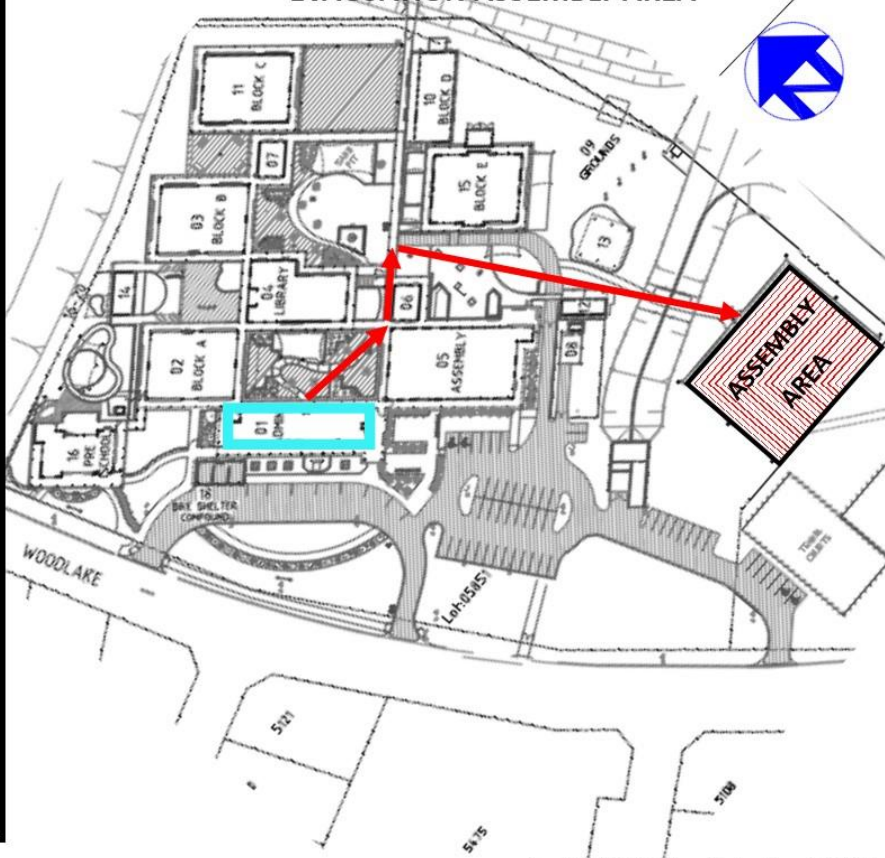
Administration



EMERGENCY PROCEDURES

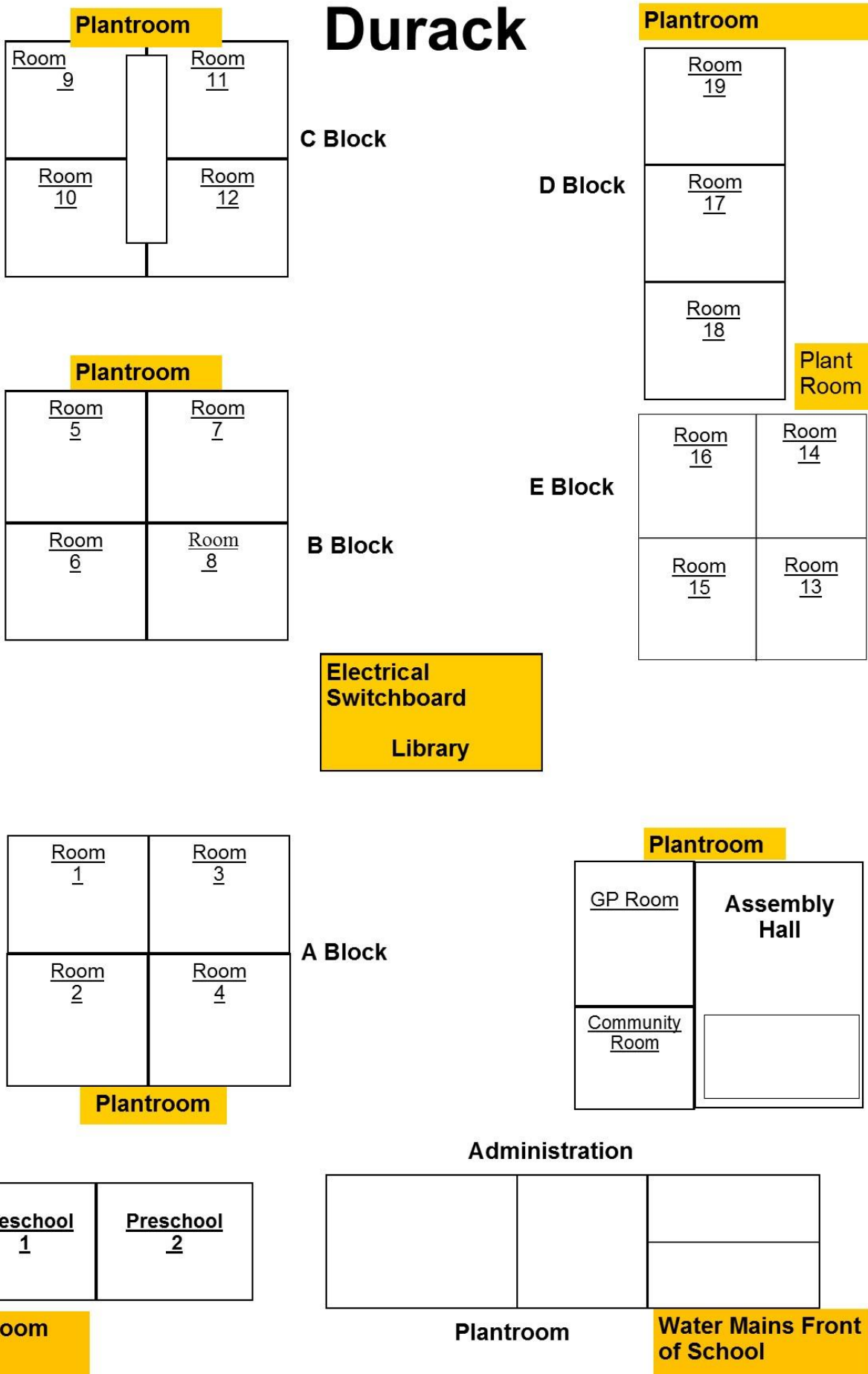
- R**emove Remove yourself and others from danger
- A**larm Raise the alarm
- * Alert others in the vicinity to vacate.
 - * Call 000.
- C**ontain Fire and smoke by closing doors & windows behind you
- * By selecting and using the correct fire extinguisher, only if safe to do so, and if you have been trained.
- E**vacuate Use Fire exits
- Take others with you and proceed to the designated assembly area

EVACUATION ASSEMBLY AREA



April 2018 Review Date March 2019

Durack



Appendix H

