

**Avondale Primary School**  
Clarendon Street, Avondale Heights  
Telephone: 9318 1755



# **Counter Disaster Plan Emergency Services**

Police 000  
Fire Brigade 000  
Ambulance 000

Department of Education & Early Childhood Development  
Report Emergencies 9589 6266  
Western Region 92916500

# Avondale Primary School

## Emergency Procedures

### Contents

|  |           |
|--|-----------|
| <b>1. Emergency Evacuation Procedure</b>         | <b>3</b>  |
| • Introduction                                   | 4         |
| • Emergency Signals                              | 5         |
| • Classroom teachers and students                | 5         |
| • Principal                                      | 6         |
| • Office staff                                   | 7         |
| • Library, P.E., Art, Music, etc.                | 8         |
| • Teacher Aides (SSOs)                           | 8         |
| • Evacuation Officer                             | 8         |
| • Assembly Area Procedures                       | 9         |
| <br>   |           |
| <b>2. Evacuation Routes</b>                      | <b>10</b> |
| • Evacuation Routes                              | 11        |
| <br>   |           |
| <b>3. Operating Instructions for Emergencies</b> | <b>12</b> |
| • Fire 13  |           |
| • Bomb threat                                    | 13        |
| • Severe Storm                                   | 14        |
| • Earthquake                                     | 15        |
| • Hostage/siege                                  | 15        |
| • Lock down procedures                           | 16        |
| <br>   |           |
| <b>4. Fire Extinguishers Locations</b>           | <b>17</b> |
| • Building A (North Wing)                        | 18        |
| • Building B (South Wing)                        | 19        |

# Emergency Evacuation Procedure

# **Emergency Evacuation Procedure**

## **Introduction**

In an emergency, teachers have a duty of care to the students under their control.

Our duty of care varies according to different factors including:

- the age of the child
- whether they are handicapped
- the type of hazard or dangerous situation.

Teachers are expected to exercise a duty of care equal to the needs of their students in a variety of possible situations and we need to be familiar with the emergency procedures at Avondale Primary School.

The final responsibility for the safety of students rests with the principal of the school.

# **Emergency Evacuation Procedure**

## **Emergency Signal**

The signal for any emergency that requires the evacuation of the school is:

- continuous ringing of the alarm;
- blowing of the hand siren;
- the ringing of the hand bell; and/or
- an announcement over the P.A. system.

## **Classroom teachers and students**

1. Once the alarm has been signalled, classroom teachers should:

- collect the attendance roll
- turn off electrical equipment
- close classroom windows
- evacuate the classroom safely
- close the door behind you
- direct the students calmly to the back of the oval via the planned route.

*NB. Students are not to take bags or belongings. If your students are with another teacher, follow the above and proceed to the assembly area.*

2. Check attendance of students and report to Principal or Deputy.

3. Any teacher in charge of students not in the classroom will proceed with the class to the back of the oval.

4. Students not accounted for must be reported to Principal/Deputy immediately.

5. Remain at the assembly point until otherwise directed.

# **Emergency Evacuation Procedure**

## **The Principal**

In case of a disaster occurring, threatening or involving the school, the Principal shall:

- Establish the nature and location of the emergency
- Take action appropriate to the emergency
- Notify the emergency service and pass on relevant information
- Sound the alarm and co-ordinate the evacuation, keeping in mind that the classroom nearest the emergency has priority
- Move to the assembly point on completion of the evacuation and establish the presence of all staff and students
- Direct emergency services as required
- Inform relevant government authorities:

**Emergency and Security Management**

**9389 6266**

**DEECD (Department) WMR Office**

**9291 6500**

# Emergency Evacuation Procedure

## Office Staff

Upon notification of an emergency, office staff may need to:

- inform the principal of the emergency
- sound the siren to evacuate
- collect the mobile phone
- collect the master keys
- collect the first aid kit
- check the sick bay, staff room and staff toilets as they proceed to the oval.

NB. Office staff will need to assist the Principal as directed.

*If the class rolls are at the office, these must be collected and removed to the oval and distributed to teachers.*

## Checking of non-classroom areas:

Business Manager will check

- Foyer & Meeting Room
- Toilet for disabled students
- Library
- CASES Training Centre & CASES Kitchen
- And call any on site workers

The Administrative Officer will **collect the First Aid Kit and** check in Building A

- Staff Room
- Staff Toilets
- Art Room
- Store Room
- Student Toilets

The Primary Welfare Officer will check in Building B

- Store Room
- Reading Recovery Room
- Staff Toilet
- Consultants Room
- Canteen & Shelter Shed

# **Emergency Evacuation Procedure**

## **Specialist Teachers**

Teachers undertaking a specialist class assume the responsibility of moving or evacuating the students in their responsibility safely to the oval. Once the classroom teacher has arrived they will then become responsible for the class.

## **Teachers not in Class**

All teachers without a class will assume Area Warden duties for their base wing and check that:

- classrooms have been evacuated,
- doors and windows are closed,
- staff & student toilet blocks are evacuated,
- sick bay/ music room/ reading recovery room/ maths room/ multipurpose, room spare rooms and alcoves are vacated.

## **E.S. staff**

Teacher Aides should assist in the evacuation of their student and the class students in general. If a teacher aide is not with their student at the time of the alarm they should, if possible, go to their class and assist in the evacuation of the students.

*Use common sense and act accordingly.*

## **Department Leaders**

If an emergency occurs, you are to:

- evacuate your students and locate yourself at the assembly area
- register classes that have reported to the assembly point (oval)
- check whether all classes are present
- report to the principal if there is a concern.

# Emergency Evacuation Procedures

## Assembly Area Procedures

*The assembly area at Avondale Primary School is at the back of the oval.*

Teachers must accompany and direct the students to walk calmly to the assembly area where they will be seated in their class lines.

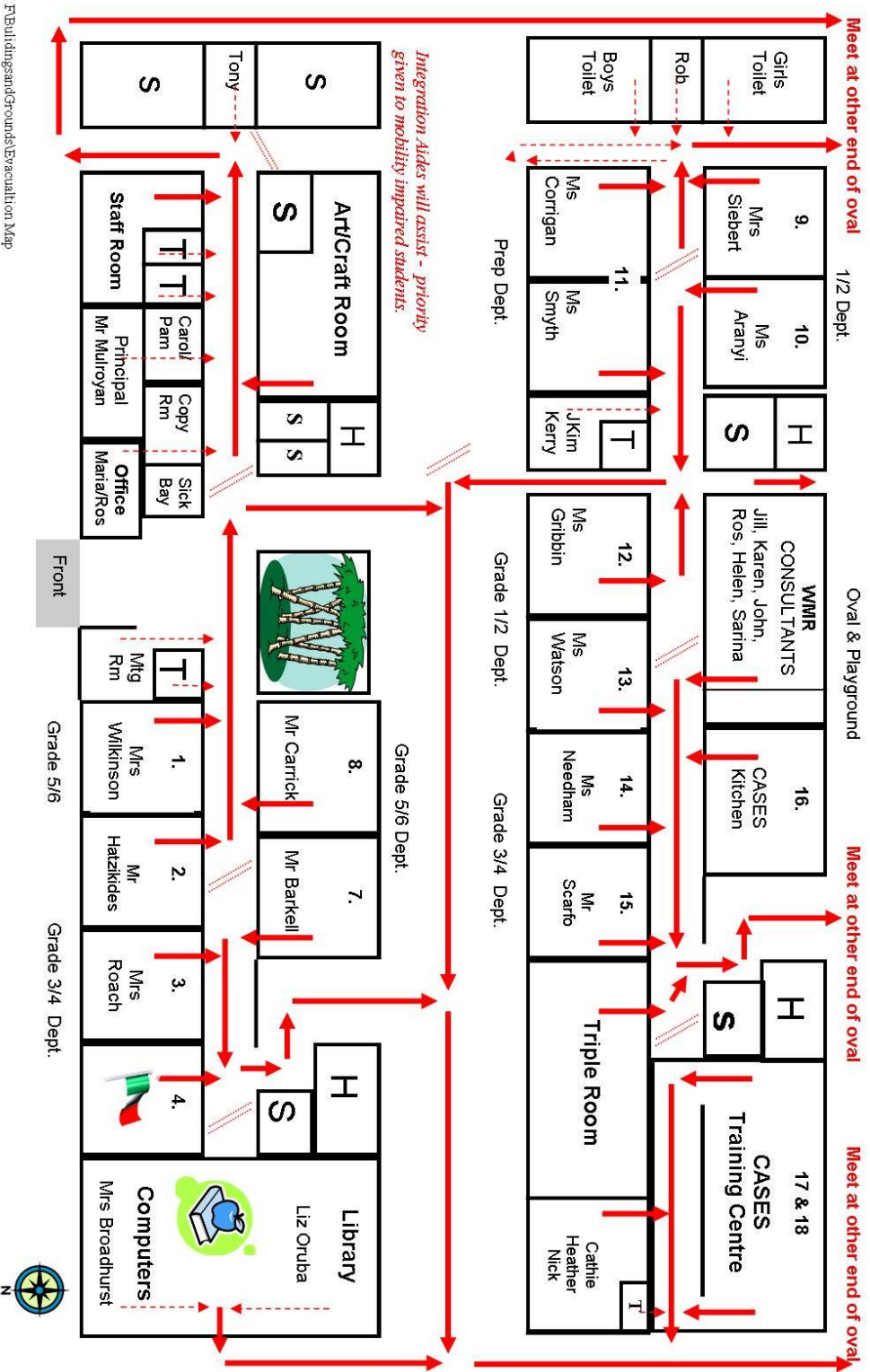
Teachers will then:

- take a roll call
- count the children
- report to the Principal or Department Leader
- report any concerns immediately
- remain with the students until given the all clear.

If a student has been injured, they should be provided with first aid and the Principal should be notified of their condition.

## 2. Evacuation Routes

# APS Evacuation Map 2009



### **3. Operating Instructions for Emergencies**

## **Fire**

1. Check the source of the fire. If the fire is small put it out. (See extinguishers map)
2. Sound the alarm if the fire is too big. ( Use common sense )
3. Call the Fire Brigade on “000”
4. Evacuate totally as per fire evacuation plan.
5. Keep everybody away from the fire.

### **Notify:**

Notify Emergency and Security Management: 9589 6266  
Regional Office: 9291 6500

## **Bomb Threat**

1. Call the police.
2. Evacuate to open area.
3. Wait for instructions from police.

### **Notify:**

Notify Emergency and Security Management: 9589 6266  
Regional Office: 9291 6500

## **Impact – Plane Crash (also Explosion)**

1. Identify impact area
2. Notify as appropriate:
  - Fire Brigade 000**
  - Police 000**
  - State Emergency 9267 4688**
  - R.C.H. 9347 5522**
  - Ambulance 9662 2533**
3. Evacuate areas not hit by impact.
4. Establish first aid post.
5. Notify Emergency and Security Management: 9589 6266
6. Notify Regional Office – 9291 6500
7. Commence rescue of personnel, where possible, and attend to any casualties.
8. Hand over rescue operations to Police/Fire Brigade when they arrive at impact area.

## **Severe Storm**

1. At first warning, tune to the radio to ABC Frequency: 774 am band
2. Ensure everybody remains indoors.
3. Secure all doors and windows
4. Remain tuned to radio until storm has passed and follow any emergency instructions.
5. Do not allow anybody to venture outside unless the area is free of debris and fallen power lines.
6. Notify Emergency and Security Management: 9589 6266
7. Notify Regional Office: 9291 6500
8. If dangerous weather conditions arise with little warning, students must be kept in school and all possible measures taken for their safety.

## **Earthquake**

### **Indoors:**

1. Get everyone under desks and tables or door frames
2. Ensure nobody leaves the building.

When tremor has subsided:

1. Evacuate everybody clear of buildings, trees and power lines.
2. Tune in radio and follow any emergency instructions.
3. Notify Emergency and Security Management: 9589 6266
4. Notify Regional Office: 9291 6500

### **Outdoors:**

1. Move everybody away from buildings, trees and power lines.

When tremor has subsided:

1. Tune in radio and follow any emergency instructions.
2. Notify Emergency and Security Management: 9589 6266
3. Notify Regional Office: 9291 6500

## **Hostage/Siege**

1. Confirm available facts by personal observation or by a second information source
2. Contact Police: 000
3. Notify Emergency and Security Management: 9589 6266
4. Notify Regional Office: 9291 6500
5. Evacuate (partially or totally) depending on circumstances and/or offenders instructions.
6. Assemble personnel with a direct knowledge of events;
  - interior layout/topography
  - the hostage(s) or
  - the assailant(s).
7. Co-operate and assist the Police as necessary.

## Lock Down Procedures

A situation may arise were a person or persons may reasonably be regarded as a threat to the safety of students or school staff.

1. Confirm available facts by personal observation or by a second information source.
2. Notify the office.
3. Use common sense, monitor situation & if there is a perceived threat report to the:

**Police: Phone 000**

**Notify Emergency and Security Management: 9589 6266**

**Notify Regional Office: 9291 6500**

4. Notify teachers that the school is being locked down.
  - Teachers will keep students in classrooms & keep situation low key
  - External doors are to be closed by nearest available teachers to external doors
  - Wait for notification that “Lock Down” has ended.

*At all times it is necessary to exercise common sense and exercise judgement according to the situation at hand.*

If students are at play it may be better to keep them outside or ring the school bell to bring them in.

Office staff will notify any class in ECA Centre of an emergency via mobile phone.

*Again it is necessary to exercise common sense and exercise judgement according to the situation at hand.*

Students and Parents may or may not need to be briefed on the incident once it is over.

## 4. Fire Extinguisher Locations

# Building A

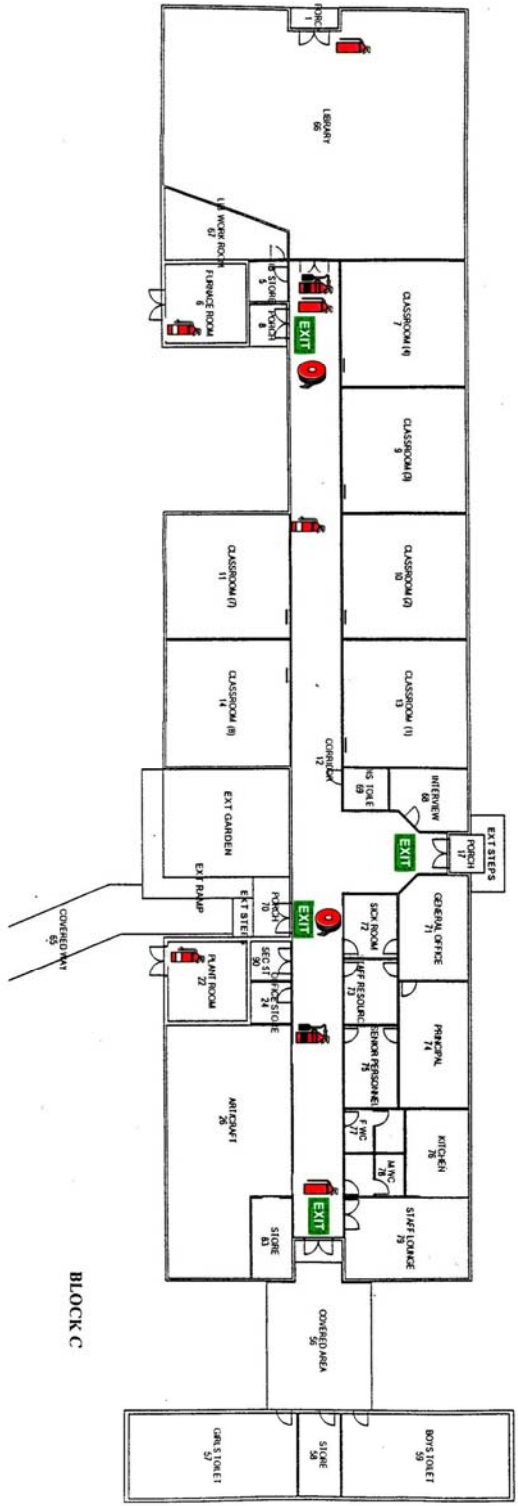
**EXIT**

 Dry Chemical Powder Extinguisher

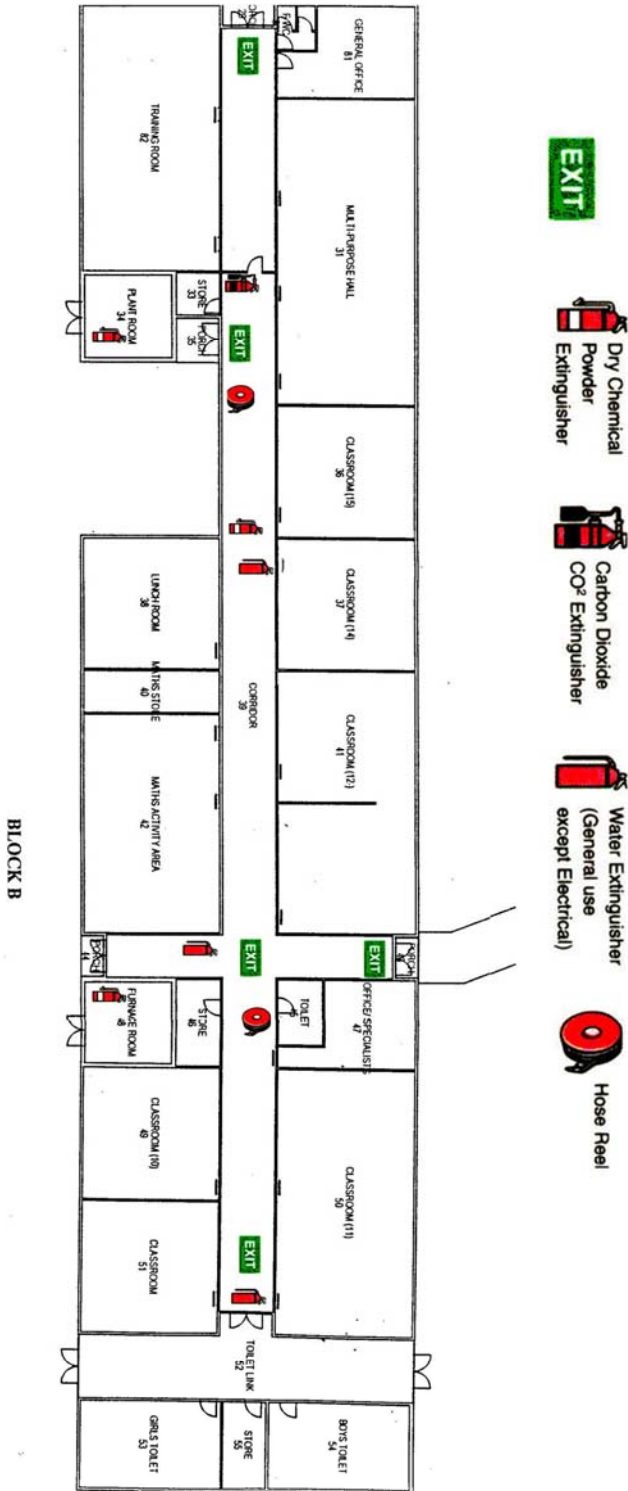
 Carbon Dioxide CO<sub>2</sub> Extinguisher

 Water Extinguisher (General use except Electrical)

 Hose Reel



# Building B



BLOCK B