

# Delacombe Primary School - Emergency Management Plan



## Emergency Management Plan (EMP)

110-120 Greenhalghs Road - 03 53356103 - [www.delacombeps.vic.edu.au](http://www.delacombeps.vic.edu.au)

Updated June 2023 - Review June 2024

Scott Phillips (Principal) *Scott Phillips*

# Delacombe Primary School - Emergency Management Plan

Police	Life-threatening or time critical emergency	000
	Non-life threatening requiring Police response	000
	Local Police Station (Ballarat)	5336 6000
Ambulance		000
Fire Services Authority MFB/CFA		000
Flood and Storm Services Mid-West Regional Headquarters		13 25 00 5339 1122
Grampians Health Ballarat St John of God Hospital		5320 4000 5320 2111
Gas		13 67 07
Powercor/Origin		13 24 12
Central Highlands Water		13 92 83
Department of Human Services	(Regional Office)	5333 6530
Department of Human Services Child Protection	(Regional Office)	13 12 78
Ballarat City council		5320 5500
EPA		5226 4825
DET	(Regional Office)	5337 4825
Emergency Management Services Unit (EMSU)		9589 6266
Regional Office		5337 8444
Regional Director		9589 6266
Emergency Management Coordinator	Andrea Cox	9589 6266
DET Media unit	Designated Officer	9637 2871
Emergency and Security Management Unit	Designated Officer	9589 6266
Employee Health Unit	Health and Safety Unit	9637 3946

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<b>1- LOCKDOWN PROCEDURE</b>	
1	Notify the administration office immediately about an emergency observed by you or your students. (Stadium or BER use the remote - hold down until you hear music)
2	The 'Land down Under' song will be played.
3	Quickly and Safely proceed to your room via the quickest route and remain there until notified by an executive leadership member (Have your mobile phone with you)
4	Office staff will check sick bay and notify teachers via text if any children are in there.
5	All teachers in all buildings are to ensure windows and internal doors are locked.
6	Teachers in rooms nearest to external doors are to ensure they are locked.
7	Turn off internal lights, close blinds if fitted and have students out of sight, such as sitting under tables or in storage rooms.
8	Mark the attendance role and account for all students.
9	Notify the office via text (using your mobile) of students/staff unaccounted for on: Danielle - 0408 551 781, Lauren - 0431 922 711, Tracey - 0439 955 006, Bridie - 0493 435 378
10	Principal/Office Staff to lock Front entrance door.
11	Sick Bay staff and students lockdown with the office staff.
12	Assistant Principal to close and lock the undercover door and check toilets. If the AP is out of the school then the office staff/Principal will complete the task.
13	Specialist teachers/Leading teachers to check kitchen, garden room, garden, library and meeting areas.
14	ES staff lockdown in their room. If working in an Intervention room ES staff are to lockdown where they are.
15	All visitors lockdown where they are.

<u>When Safely In The Classroom</u>	
1	Ensure students remain together in their class group
2	Do not leave students unsupervised. If instructed by the Principal to complete a task, arrange for alternative supervision first.
3	When the song has finished, stay in your room until a member of executive leadership has come.

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<u>Releasing Students To Parents Or Other Adults</u>	
1	Students are not to be dismissed or released to a parent or other adult without the specific authority of the Principal.
2	Record the name of the student, the adult, the destination and the time of release if the Principal has authorised the release of the students.
	Principal to contact emergency management, if required, on 03 9589 6266
	ALL ENQUIRIES TO BE DIRECTED TO THE PRINCIPAL

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<b>2 - EVACUATION PROCEDURE - (eg: Internal fire/smoke)</b>	
<u>Report Of An Emergency</u>	
1	Notify the administration Office Immediately about an emergency observed by you or your students.
2	Office will notify emergency services on 000.
3	A Warning Signal Will Be Sounded using an alarm via the PA system. (See next section 3 for alarm locations/photos)
4	Follow to the emergency evacuation assembly point as communicated as part of the announcement when the emergency arises.
<u>Evacuation</u>	
1	Get your Emergency Management Folder. (EMP)
2	Close doors and windows and leave the building via the closest and safest exit.
3	Personally check the intervention/teacher office and storeroom in your classroom for students.
4	Take the EMP folder and school keys for gates with you to the evacuation area.
5	The Principal will check the administration offices, staffroom and meeting rooms.
6	The Assistant principal/Leading teachers will check all toilets, kitchen, garden room, garden, library and meeting areas.
7	Office staff will bring visitor's register, check Sick Bay and bring the emergency kit to the assembly area.
8	Specialist teachers will evacuate with the class they have at the time of emergency, or if they have no class, must check all rooms pertaining to their subject care.
9	Visitors to the school working with students outside the classroom, should take students to the emergency assembly area to find their teacher then report to the office staff to have your name ticked off the visitor's register.
10	Students should only take essential protective clothing with them if evacuation is required. Leave other belongings in the classroom.
11	Leave the classroom by the doorway closest to your classroom with your adjoining class (See plan of school) when instructed to evacuate, with one teacher leading and one following if possible. Leave in a quiet and orderly manner.
12	Move away from the danger zone at all times when evacuating. If the shortest route to the evacuation area moves you closer to the threat, then take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged.

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	<u>When Safely Away From The Threat</u>
1	Mark the attendance role and account for all students.
2	Notify the Principal Class of any students unaccounted for.
3	Ensure students remain together in their class group.
4	Do not leave students unsupervised. If instructed to complete a task, arrange for an alternative supervision of your class first.

	<u>Release Of Students To Parents Or Other Adults</u>
1	Students are not to be dismissed or released to a parent or other adult without the specific authority of the Principal.
2	Record the name of the student, the adult, the destination and the time of the release if the Principal has authorised the release of the students.
	Principal to contact emergency management, if required, on 03 9589 6266
	ALL ENQUIRIES TO BE DIRECTED TO THE PRINCIPAL

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## 3 - Location Of Alarm And Remotes For Emergency Use

Main building  
Administration office cupboard.  
  
Press the appropriate button.



Stadium  
Control room off main stadium  
  
BER building  
Numeracy Specialist Office  
  
Hold down the appropriate button until you hear the warning.





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<b>4 - Offsite Relocation Procedure</b>	
	<u>Bomb - Suspect Device</u>
	There are 2 off site emergency evacuation points. Dough Dean Oval and Church Car Park. The site for an evacuation will be communicated as part of the announcement when an emergency arises.
	If the school site is to be evacuated, the assembly point is Doug Dean Oval or Church Car Park. Follow evacuation procedures, Mark the role and account for all students and staff
	<u>Earthquake - Collapse - Impact with Building</u>
	<u>Indoors</u> - Everyone remains inside and takes cover under a door frame, table, bench or desk and keeps away from glass areas. When movement has stopped - Immediate evacuation to Doug Dean Reserve following internal to external plan.
	<u>Outdoors</u> - Everyone, where possible, should get away from buildings, high walls, electric power lines and dangling wiring, and sit down. When movement has stopped - Stay where you are and wait for instructions by the Principal.

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<b>5 - Electric Shock</b>	
	<u>Rescue Following Electrocutation Procedure</u>
	Domestic
1	Switch off current (the main electricity supply is located on wall outside office)
2	If this is not possible, remove the person from the current using a non conducting, dry material. (eg: Clothing, wooden objects)
3	DO NOT CUT THE CABLE
4	The office will contact emergency services on 000
5	Render appropriate first aid.
6	Remove bystanders to a safe area of view.
	<u>High Voltage</u>
1	Contact Powercor Emergency Faults: 132412
2	Wait until the current is disconnected by the appropriate electrical authority.
3	DO NOT TOUCH THE PERSON OR ANY CONDUCTING MATERIALS WHICH ARE ALSO IN CONTACT UNTIL THE CURRENT IS DISCONNECTED.

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<b>6 - Explosion, Gas Leak, Chemical Spill, Contamination by Hazardous Substance</b>	
	<u>Internal</u>
1	Follow Evacuation Procedure
	Please follow the evacuation or lockdown procedure outlined in this document.
	<u>External</u>
1	Follow Lockdown Procedure
	Please follow the evacuation or lockdown procedure outlined in this document.

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<b>7 - Fire</b>	
	<u>Internal Fire/Smoke Procedure</u>
1	Follow Evacuation Procedure
	Please follow the evacuation or lockdown procedure outlined in this document.
	<u>Bushfire/Grassfire</u>
1	Under normal circumstances, evacuation should only take place at the direction of the Officer in Charge of the CFA, however, if apparent that the lives of children and staff are at risk unless immediately evacuated, and the Principal is unable to contact the Officer in Charge of the CFA, then the Principal should make arrangements to evacuate.
2	If movement of students is impossible, the following procedures should be followed: 1- All windows and doors closed and the base of doors covered to prevent smoke entry. 2- Students should be assembled away from the part of the building which will be initially exposed to the fire. 3- When fire has passed, evacuate the building in accordance with the evacuation procedure included in this document.

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<b>8 - Severe Weather - Storms - Floods</b>	
	Schools are usually advised by DET when there is a current severe weather alert.
	Under normal circumstances the school will operate our 'Inclement Weather Timetable'.
1	At first warning, tune into local radio and television stations.
2	Ensure everybody remains indoors.
3	Secure doors and tape windows.
4	Call Fire Brigade, Police and Ambulance if required phone 000.
5	Follow emergency instructions from appropriate authorities.
6	Everyone is to stay inside unless the area is free from debris and/or fallen power lines.
7	Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266.
8	IF DANGEROUS WEATHER CONDITIONS ARISE, KEEP STUDENTS INSIDE UNTIL DANGER PASSES.

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<b>9 - School Bus Accident - Vehicle Impact</b>	
1	Assess situation
2	If Necessary evacuate to a safe area and account for all students, staff and visitors.
3	Call the Police, Fire Brigade, Ambulance on 000.
4	Administer first aid.
5	Do not return to the building unless it is safe to do so.
6	Call Regional Office: 5337 8444 and Emergency & Security Management Unit: 9589 6266.

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<b>10 - Universal Precautions - Disposal Of Needles And Body Fluids</b>	
	<u>Blood Spillage</u>
1	Wear gloves.
2	Remove as much as possible with a paper <sup>15</sup> towel. Place in a plastic bag and discard in general waste.
3	Disinfect the area with an appropriate solution.
4	Remove and dispose of gloves in a sealed plastic bag after use.
5	Wash hands thoroughly with soap and water.
	<u>Needles Equipment</u>
1	Household gloves.
2	Sharps disposal unit.
3	Tongs.
	<u>Needles Procedures</u>
1	Use household gloves.
2	Do not try to recap the needle.
3	Place the sharps disposal container near the syringe.
4	Pick up a syringe with tongs.
	SHARPS DISPOSAL UNIT AND TONGS ARE IN THE FIRST AID ROOM
5	Place the syringe needle point down in the disposal container and seal.
6	Remove gloves and wash hands with soap and running water.
7	Students should be instructed not to pick up needles. Stand and watch while another student seeks assistance.
	<u>Disposal</u>
1	Syringe disposal containers must be taken to the office and not be put in the normal waste disposal bin.