



EAST PRESTON ISLAMIC COLLEGE

EMERGENCY

MANAGEMENT

PLAN

EMERGENCY MANAGEMENT PLAN

The following information to be displayed on all notice boards across the schools with the details included of the relevant staff members.

Display for staff to notify of injuries:

First Aid & Emergency Procedures	
Process:	Contact your First Aid Officer Seek medical assistance in need Call an ambulance if required (Dial 000)
The First Aid Kit is located:	(please refer to map following)
Trained First Aid Officers are:	

First Aid Officer's Name	Location
Azra Avdic	Administration

Assembly area in cases of evacuation:

Refer to Emergency Management Plan. Copies maintained in reception area and staff rooms.

Nearby medical assistance is located at:

Complete Care Medical Centre 190 Albert Street Preston Vic 3072 Ph: 9471 0022	Darebin Community Health Centre 125 Blake Street Reservoir Vic 3073 Ph: 8470 1111
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Fire Warden Details:	
Chief Warden	Neil Hasankolli
E.L.C. Warden	Sally Whitbread
Primary School Warden	Coryn Bretag
Secondary School Warden	Masiha Rayan
Administration Warden	Azra Avdic

EMERGENCY MANAGEMENT PLAN

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INTRODUCTION

East Preston Islamic College (EPIC) recognises the importance of being prepared and accepting responsibility for the welfare of students and visitors in the unlikely event of an emergency occurring during school hours. We acknowledge that we must ensure that the care, safety and welfare of our students is in accordance with any applicable State and Commonwealth laws and that staff are advised of their obligations under those laws.

While emergency events are unlikely, they are still possible at any time with grave consequences to student welfare if staff responses are not known and rehearsed. In any such incident, it is very important that everyone keeps as calm as possible and students, staff and visitors IMMEDIATELY follow procedures and instructions of the Safety Coordinator and class teachers in order to ensure the best possible level of safety and welfare for everyone. Likewise, all staff must remain calm, have maturity of judgement and command authority from students and others in their care.

EPIC's Emergency Management Policy and Action Plan will be consistent with advice provided by the Department of Education, Employment and Training's 'Managing School Emergencies' publication and the Bushfire Preparedness Notice and Guidelines for schools resulting from the Report of the Bushfire Royal Commission.

All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Departments of Education's 24 hour Emergency and Security Management Branch on 95896266.

Incidents which occur during or between school hours, during camps, excursions, involve the media or issues for potential negligence or legal liability must also be reported.

1. WHAT IS IN THE PLAN?

1.1 The plan describes the school and its environment, the potential hazards to which it is likely to be exposed, and the manner in which the emergencies will be managed by the school. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures will have been implemented to reduce the impact of an emergency which occurs.

An emergency includes the following:

- fatality
- serious injury, serious assault, sexual assault
- siege, hostage, firearms
- disappearance or removal of student
- bomb threat
- collapse, major damage to building or equipment
- motor vehicle collision, impact with school
- impact by equipment, machinery, aircraft
- fire in school building
- bushfire
- fumes, spill, leak, contamination by hazardous material
- outbreak of disease
- flood, windstorm or other natural event
- threatening animals in school environment (e.g. snakes, dogs)

1.2 The plan is intended to be flexible. Procedures have been developed which should assist the school to manage emergencies ranging in nature and intensity from small-scale localised incidents to those which require external assistance and which may last for several days. It identifies roles and responsibilities of staff, students and visitors during an emergency. It describes actions to be followed in the case of specific types of emergencies.

1.3 All incidents likely to affect the safety and wellbeing of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

1.4 An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning. In events where necessary, Students and staff will be offered counselling.

1.5 The plan is to be reviewed annually by the College's Management Team. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

1.6 A copy of the plan is to be sent to local police and fire authorities for endorsement and to ensure that safe and correct procedures have been identified for use during emergencies.

2. ABOUT THE SCHOOL

The school is situated in the north-east suburb of East Preston in the City of Darebin. The Darebin creek flows adjacent to the school and bush land sits between the school and the creek. The other adjacent side and front of school has residential buildings. The rear has open green land before meeting the car park of Northland Shopping Centre.

3. IDENTIFYING THE RISKS

3.1 Fire: The school is at low risk for bushfire.

3.2 Snakes: Due to the creek location, students and staff are at risk of snake and spider bites.

3.3 Camps: The school intends to conduct some camps and excursions to locations which may be a considerable distance from local emergency services. Camps are not conducted in high risk areas. Mobile telephones and first aid kits are taken on all excursions, and properly qualified staff are employed to facilitate these events i.e. outdoor education staff for specific activities. Risk Assessments are taken for all camp locations and activities. Adult/student ratio requirements are adhered to at all times while outside the school grounds. Adherence to the Day Excursions Policy and procedures must be followed in all instances. Refer to this policy for details.

3.4 Disappearance or unauthorised removal of a student: Staff are always present during recess and lunch in the grounds. Parents are required to advise of any legal restraints in collection of students. Families must advise teachers of any changes in picking up and dropping off arrangements for the children. Before and after school, students are required to wait in the teacher supervised play area until school starts or until collected by their parent/guardian.

4. COORDINATING THE SCHOOL RESPONSE

4.1 Reporting of Emergency: Students are to report any emergency to a teacher or the office staff. Teachers are to report ALL emergencies immediately to the Office staff, who will initiate the necessary emergency procedures.

4.2 Camp Emergency: Staff in charge at the camp will assume control of the emergency. They will advise the school immediately, and of action being taken. Depending on the type of emergency, the office will advise parents via the Phone together with SMS Messaging and / or email.

4.3 Alerting the School: Students and staff will be notified of an extreme emergency by means of the air horn, which is kept in the kitchen and operated by the office staff. Prep, kinder and playgroup will also be informed by office staff. The emergency is to be coordinated from the office by the Safety Coordinator.

Raising the Alarm

When raising the alarm for an emergency, the Safety Coordinator should endeavour to inform those likely to be affected by the emergency in a calm manner, preferably by word of mouth. This is to keep those not affected by the emergency in their normal class situation. In an extreme emergency, the alarm should be raised by sounding the air horn. Sounding the air horn indicates the whole school should be evacuated.

5. ROLES AND RESPONSIBILITIES

5.1 In the case of an emergency, the Safety Coordinator will coordinate all activities and will delegate any necessary actions. If the Safety Coordinator is not present, the most senior office person will become the Safety Coordinator.

5.2 Staff will be directed by the Safety Coordinator during the emergency. Nobody should undertake any action without prior approval from the Safety Coordinator. This does not prevent staff from using firefighting equipment or rendering first aid. Staff must advise Safety Coordinator when an allotted task has been completed.

5.3 The Safety Coordinator is responsible for:

Immediate Tasks [to be carried out at the direction of the Safety Coordinator]

- Implement the school's appropriate Emergency Management Procedure if required i.e. Evacuation / Lockdown / Lockout;
- Notify the required emergency services;
- Ensure staff and students are safe from injury or harm;
- Manage information (phone calls to parents/guardians);
- Ensure Emergency Kit is taken on Evacuation, with student first aid supplies and illness

Record;

- Inform parents who arrive at the school;
- Notify teachers and ancillary staff about the emergency;
- Establish a recovery room for affected students, ensuring supervision;
- Establish a waiting room/area for parents;
- Inform students within the school;
- Co-ordinate media requests for information;
- Actively seek information from the Department of Education, Police, hospital or other relevant organisation on the emergency situation.

Short term tasks

- Inform School Council members;
- Inform the school community via letter or newsletter;
- Monitor School community reactions and support those in care-giving roles;
- Liaise with outside agencies as required, including the emergency services;
- Brief key personnel and review responses;
- Set up debriefing with appropriate counsellors for staff involved in crisis;
- Set up debriefing with appropriate counsellors for students involved in crisis;

Medium term tasks

- Identify need and organise supportive therapy for those affected by the crisis, individually and collectively;
- Develop strategies to minimise/eliminate recurrence;
- Evaluate the Emergency Management plan;

5.4 Teaching staff are responsible for the safe and orderly evacuation of students and visitors when instructed by the Safety Coordinator to do so. Teachers are to ensure that ALL students are accounted for and will check store rooms and toilets. The attendance rolls are to be taken to the evacuation area and marked off.

5.5 Teachers/assistants and staff to turn off all appliances if time permits. This includes heaters, light switches and power points. Doors and windows are to be closed upon leaving the room.

5.6 Teachers must supervise students at all times during the emergency. If requested by the Safety Coordinator to undertake an alternative task during the emergency, they must arrange alternative supervision when leaving the students and undertaking the new task.

5.7 Office staff to deal with routine enquiries from staff and will assist the Safety Coordinator. Office staff will be responsible for communications, including notifying the parents.

6. COMMUNICATION

6.1 A warning air horn will be sounded when there is an extreme emergency to alert the school, prep, kindergarten and playgroup. A telephone call to the kindergarten will alert kinder staff. Delegated staff will go to different areas advising teachers, if deemed necessary.

6.2 The general office telephone is to be used for emergency communications. Under no circumstances must this line be used for purposes other than those allocated by the Safety Coordinator. The relative emergency services are to be advised immediately about an emergency as well as DEECD and ISV. Other communications by telephone are to be restricted and kept brief. If the power is off, the school and kindergarten mobile phones are to be used. These mobile phones must be kept charged at all times.

6.3 Teachers are to take attendance and emergency kits with them when a class is evacuated.

6.4 An information centre will be established to communicate with parents. The site and staffing will be decided by the Safety Coordinator. The school and kinder mobile phones should be taken together with the school and kinder laptops.

6.5 Should media attend, they should be sent to the Safety Coordinator.

Emergency situations will call for one of the following actions:

- **Evacuation** procedures keep everyone safe by removing them from immediate danger.
- **Lockdown** procedures maximise safety by keeping everyone inside away from danger.

7. EVACUATION

This will be signaled by **long rings** of the megaphone/siren with intermittent short break, along with repeated verbal instructions. In this emergency situation, the aim is to get everyone out of the school buildings and assembled in a safer place. This will be; in the car park at the front of the school. In the event that the Safety Coordinator considers this area unsafe, the assembly area will be the oval area at the rear of the school.

Classes situated closest to the danger area will be evacuated first, followed by other classes further away from the area. When evacuating, students must be moved away from the danger area, and not towards or through it. The Safety Coordinator will specify the type of evacuation required from one of the following:

- within the buildings
- to another building
- within the school grounds
- beyond the school

7.1 Evacuation within the building may occur when only one room is affected.

7.2 Evacuation to another building may occur when the danger is confined to a separate freestanding building.

7.3 Evacuation within the school ground may occur if the danger area extends to all school buildings, but not to open areas elsewhere in the school.

7.4 Evacuation beyond the school may be required if the emergency effects the whole school.

a) Safety Coordinator to direct office staff to call 000 and notify the emergency, and if necessary direct a staff member to the school entrance to direct unit to site of emergency.

b) Safety Coordinator to direct a staff member to turn gas off at mains if required.

c) Safety Coordinator to take the emergency supply kit to the safer area and check bathrooms.

d) Students must follow teacher's instructions.

e) All bags to be left in the classroom.

f) Teacher to take student roll book and ensure students remain calm.

g) Class teacher to close all doors and windows and turn off lights, air conditioning and heating if time permits.

h) All rooms are to be evacuated in an orderly fashion and children to gather in the designated assembly area in class circles and sit down.

i) Specialist teachers are to act as Class Teachers and follow correct procedure.

k) The teacher will take the roll. If any children are missing this must be reported to the Safety Coordinator immediately. The Safety Coordinator will report this to the officer in charge of emergency services, who will then secure the area.

- l) The teacher must stay with the class they have evacuated.
- m) Children must not leave their class groups unless the officer in charge of emergency services considers it safe to do so.
- n) Children are not to be released to parents until the teacher has confirmed all children marked present on the roll have been accounted for, and the Safety Coordinator has been informed.
- o) Parents must initial the roll in the presence of the class teacher before collecting their child.
- p) The Safety Coordinator will seek counselling and trauma support for students and staff following any serious emergency situation.
- q) After an emergency situation staff will debrief with the Safety Coordinator to review the effectiveness of the emergency management procedures. Safety Coordinator to write report and arrange for any procedure improvements necessary.
- r) A letter will be sent home to inform parents in detail of the events on the day or as close to the day as possible.

8. Two emergency drills will be held at random times during the school year so that everyone knows, understands and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Safety Coordinator along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded. This record will be kept in the Emergency Management Register. Emergency Telephone Numbers

Dial 000 for all emergency services

Preston Police Station Number: 9479 6111

Ambulance: Dial **000**

Non Emergency Transport: 133 009

Victorian Bushfire Information Line: 1800 240 667

Education Departments 24 hour Emergency and Security Management Branch: 9589 6266

Northern Region DEECD: 0438 370 258

Poisons: 131 126

Snake Handler Melbourne: 9812 3322 or 0412 777 211

Environmental Protection Authority: 1300 130 372

Independent Schools Victoria: (03) 9825 7200

Safety Coordinator: Neil Hasankolli. If Neil is not present at the school, the most senior person will become the Safety Coordinator.

Maintenance Officer: Elvir Alagic

9. Site Plan - See pages 16 & 17

- access roads and gates;
- water and electricity connections;
- evacuation assembly area location;
- locations of hazardous materials;
- fire protection equipment such as hose reels and connections.

10. Specific Emergencies the school is most likely to Encounter:

1. Fatality
2. Serious injury/illness
3. Abduction
4. Siege
5. School Vehicle involved in a Collision
6. Poison
7. Bomb Threat
8. Snake Bites
9. Protracted Containments
10. Days of High Fire Danger/Total Fire Ban – Bushfire Policy and Procedures.

10.1 Fatality

a) In the Classroom:

- teachers to advise office immediately;
- students to be taken to their home classroom or a vacant classroom if outside at play/lunchtime;
- students to be supervised by teachers at all times;
- office to contact police, and with their approval, ambulance;
- office and spare teachers will ensure classroom kept clear until police arrive;
- office will liaise with emergency services;
- trauma group will be activated to assist staff and students;
- professional counsellors to be contacted;
- office will contact parents of surviving students, after receiving permission from police.

b) In school grounds:

- office to be advised immediately;
- area to be cleared and students taken under supervision to their home classroom or a vacant classroom;
- students to be supervised by teachers at all times;
- office to immediately notify police, and with their approval, ambulance;
- accident area to be sealed off by spare teachers and office staff until police arrive;
- office will liaise with emergency services;
- trauma group will be activated to assist staff and students;
- professional counsellors will be contacted;
- office will contact parents of surviving students, after receiving permission from the police.

10.2 Serious Injury

- office to be notified immediately;

- office will contact ambulance or doctor;
- trained staff will administer first aid;
- uninjured students to be vacated to another area under teacher supervision;
- parents of injured student will be contacted by office to advise them of situation;
- trauma group to be activated to assist staff and students, and if necessary professional counsellors to be contacted.

10.3 Abduction

In the event of the abduction of a student:

- office to be advised immediately;
- office to contact police and student's parents;
- witnesses to be located for police;
- if during a class break (recess, lunch time) students to be returned immediately to classroom;
- office to liaise with police.

10.4 Siege

a) Near School

- teachers to be advised immediately;
- students to be returned immediately to classrooms and attendance rolls checked;
- students to remain indoors until all clear received;
- if at end of day, students to be escorted to bus by staff. If police permit, students to be released to parents.

b) In School

- office to be advised immediately;
- office to contact police;
- if possible students to be removed from danger area;
- nobody permitted to enter area until police arrive;

10.5 School Vehicle Involved in a Collision

- office to be advised immediately
- office to contact police and ambulance
- office to contact parents involved to advise them of situation
- trauma group to be activated to assist staff and students, and if necessary, professional counsellors to be contacted

10.6 Poison

- office to be advised immediately
- office to ring **Poisons Information Centre** on **131 126**
- trained staff member to administer first aid
- student's parents to be notified

10.7 Bomb Threat

- in the event of a bomb threat the school must ring the **East Preston Police Station** immediately on **9478 2670**;
- the Inspector in charge of the station will assume personal control;
- all students and staff must evacuate the buildings immediately and be assembled in the emergency area - see site map;

- delegated members of staff must check all buildings to ensure that they are empty;
- an immediate roll call is to be held to ascertain all students have been accounted for;
- staff must ensure that nobody re-enters the suspect area or buildings in its vicinity; any suspect package must be left for police to inspect
- staff and students are not to re-enter the buildings until the police have given the all clear

10.8 Snake Alert and First Aid for Bites

Snake Alert;

East Preston Islamic College is adjacent to Darebin Creek and snakes have been found on school grounds therefore and it is likely there will be snake encounters around the school from time to time. Snakes are most active during the day in Spring, Summer and Autumn. However, they can even be active on warm winter days and during warm nights. Students, parents and staff should not run through long grass or thick ground cover at school, particularly in bare feet.

All snakes are protected by law. There is no reason why we cannot live in harmony with them provided we respect their presence and take all reasonable precautions when the more venomous of their kind are encountered.

1. Course of Action if Snake is Seen

- a) Assume it to be venomous.
- b) Immediately tell any nearby people to stay well away from the snake while someone alerts a teacher/staff member/adult that they have seen a snake.
- c) Ensure someone remains watching the snake but does not go near the snake
- d) The adult informed should immediately inspect the site of the snake sighting from a safe distance. If the snake is not visible anymore do not try to flush it out. No adult or child should try to kill or catch the snake. Snakes can move quickly and it is paramount to ensure your safety and the safety of nearby children. Treat the snake as venomous until it is identified by an expert on snake identification.
- a) After a quick assessment is made, the informed adult is to ensure all children are kept safely away.
- b) As soon as the safety of children and adults is established the notified adult will immediately call Stewart on 0407 546 821. If he is unable to be contacted, the Environmental Protection Authority (EPA), will be notified on the hotline number – 1300 130 372. The EPA will then advise further course of action.
- c) The greatest risk of snake bite from venomous snakes comes from people trying to kill or handle them.
- d) A notice placed in all classrooms explaining to parents that a snake has been sighted (give specific locations) and assure parents that the authorities have been contacted.

2. First Aid for Snake Bites;

If you or another person is bitten: **Assume all snakes are venomous and take the following actions.**

- a) Do not panic. Try to remain calm, lie down and immobilize the bitten area.
- b) Have another member of staff ring 000 and seek medical help while you do the following;

- c) Apply a bandage but do not block circulation. Take a broad bandage and bind along the limb starting at the bite area, at the same pressure as for a sprain. Then bandage down the limb and continue back up the entire limb over and above the bite area. This will help prevent the spread of the venom through the body. Do not remove the bandage. It is often easier to go over the top of clothing such as jeans rather than remove clothing. In an emergency, strips of clothing can be used instead of a bandage.
- d) Immobilise the limb with a splint. Lie down and keep the limb completely still until help arrives. Do not elevate the limb or attempt to walk or run. Movement will encourage the spread of venom through the body.
- e) Do not attempt to catch the snake. All too often, the snake will bite again if an attempt is made to catch it. Identification of the snake species can be obtained through samples of blood or urine and from venom around the bite area. If the species of snake remains uncertain, a poly-antivenin may be used, which is suitable for treatment of all venomous snake bites.
- f) Do not wash the wound. Venom left on the skin will help doctors identify the snake and administer the appropriate antivenin.
- g) Do not cut the wound. This will spread the venom into the bloodstream and can cause more serious injuries than the snake bite itself.
- h) Always seek medical help.

10.9 Protracted Containment

In the event of an emergency, it is possible for the staff and students to be assembled for extended periods of time. The Safety Coordinator should consider the needs and well-being of those assembled. It may be necessary to provide shelter, i.e. blankets to keep warm, or protection from the sun. Food, water, toilet and first aid facilities may also be required. It should be remembered that during an emergency, whether the containment becomes protracted or not, the safety and welfare of the students and staff are paramount.

10.10.

10.10.1 Preparing for the bushfire season and Legal Responsibilities

- a) An annual audit of building and grounds safety will take place at the end of term three and monthly until the bushfire season ends in March. This will be done by the Leadership Management Team and recorded in the bushfire emergency register.
- b) The Education Coordinator and / or Safety Coordinator will ensure emergency bushfire drills will be carried out by students and staff in terms one and four to include practicing moving to safer buildings from a number of different locations around the school.
- c) Staff will be trained on how to use the fire safety emergency equipment which is around the school with refresher courses being offered annually.
- d) The school will be in contact with the Local CFA to discuss the Bushfire Management Plan, especially the bushfire preparedness and compliance with local bushfire regulation of buildings and grounds. This visit will be recorded in the bushfire emergency register.
- e) The bushfire emergency register will be maintained by the Occupational Health and Safety Officer together with the Maintenance Officer and updated during terms one and

four to ensure all equipment is in working order and the firefighting tank is full.

f) All rooms to have a site plan showing evacuation procedures together with emergency contact numbers.

g) All School buildings, facilities and grounds must comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws. All buildings must have an occupation certificate.

h) The Maintenance Schedule will reflect:

- monitoring and removal of materials that may be easily ignited, including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.
- monitoring of building exits to ensure they are continuously kept clear of obstructions
- monitoring of assembly points to ensure they are designated and have appropriate access to emergency equipment
- that there is access to facilities and ground for emergency vehicles.

10.10.2. Recovery during the period immediately following a bushfire impact on site

e) Safety Coordinator and class teachers will ensure no-one leaves the safer building until the situation outside has been assessed as safe by emergency services.

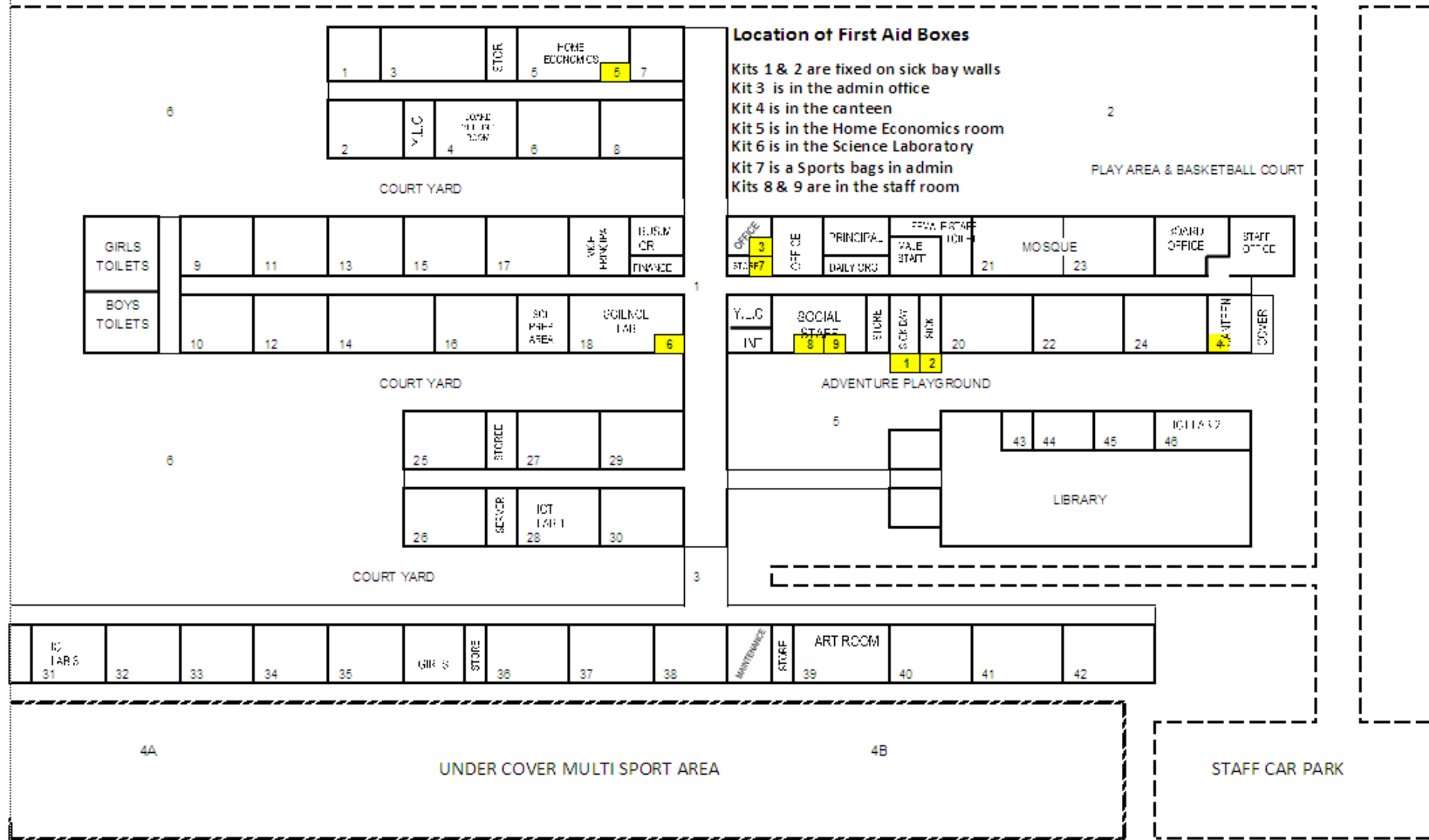
f) Staff to remain on duty until all students are collected from the site by parents/guardians.

g) Safety Coordinator to ensure all staff undertake a debrief of the bushfire situation and procedures undertaken at an appropriate time soon after the incident and complete a written report.

h) A letter will be sent home to parents with details of the event as soon as is practicable.

i) Appropriate counselling will be provided to all staff and students if deemed necessary

TYLER STREET



EPIC EVACUATION SITE MAP PLAN

