

EMERGENCY MANAGEMENT PLAN

Policy & Procedures

Ratification Date: RNS Board 01/09/2021	Next Review: By 01/07/2022 or after an event or changes to the minimum standards as advised by the VRQA	Availability: <table><tr><td>Web</td><td>X</td></tr><tr><td>Office</td><td>X</td></tr><tr><td>On Request</td><td>X</td></tr></table> Display in A3 across RNS	Web	X	Office	X	On Request	X	Actions: Evacuate or Stay Inside drills to be conducted once per term Staff and first aid details to be reviewed / updated by the Principal at least once per year and updated as needed.
Web	X								
Office	X								
On Request	X								

LEGISLATION National Quality Standards • Quality Area 2 2.3.3
 National Regulations • Reg. 168 (2)(e), 97, 98

PHILOSOPHY & SCENE SETTING STATEMENT

At the RNS we believe in creating an environment that becomes an extension of the family home. We value every voice within our School and from our School's community and recognise that our student's families and culture are the foundation on which our Centre resides.

In formulating this Emergency Management Plan, from a risk and risk management planning perspective, it is noted RNS:

- Is located inner city at Level 1, 117 Capel Street, North Melbourne VIC 3051
- Is not subject to Bushfire Risk
- Does not have any school bus routes
- Has relatively small premises, ~866 m² on the 1st floor of 117 Capel Street.
- Has small relatively staff numbers (~24 by Head Count but growing) and student numbers (~100 but growing)

POLICY STATEMENT

RNS aims to provide and promote a safe environment in which our students may study and learn free from harm.

In the event of an emergency or natural disaster at the School, our staff and students will be well practiced in the required procedures to ensure, as far as possible, the safety and wellbeing of each person present.

PURPOSE RATIONALE

To provide a clear, concise evacuation plan and procedures for the School that can be implemented in the event of an emergency at or in close proximity to the School.

STRATEGIES/PROCEDURES FOR IMPLEMENTATION

RNS adheres to the following safety measures:

- Emergency evacuation procedures will be clearly displayed near the entrance, central welfare office, Principal's office and lunch room. These are to be followed in the event of a fire, natural disaster or any other emergency.
- Safety drills will be practiced ideally four times a year, at different times of the day.
- Staff will be regularly provided with fire emergency preparedness training.
- Each staff member will be provided with a copy of the emergency procedures.
- The evacuation plan will include:
 - The determination of a safe assembly area, away from the building and access areas for emergency services (From the front of the Chinese Baptist Church at 135 Capel Street, North Melbourne, to the Capel and Queensberry Street corner)
 - A second stage assembly area will be noted in the event that the first assembly area (above) becomes unsafe. This is from near the Capel and Victoria Street corner, around and up toward Howard Street depending on the event.
 - Unobstructed routes for leaving the building which are suitable to the age and abilities of the children/students (special consideration must be given to any people with disabilities).
 - Location of the first aid box and the emergency pack.
 - Location of fire extinguishers and fire blankets.

1. **Off-site Evacuation Procedures – Code Orange Evacuate**

- Upon discovery or notification of fire in the School or within close proximity to it, staff will blow the whistle three times to alert all staff, students/children, parents and visitors of the emergency. The Chief Warden has the whistle on their person at all times.
- Contact fire services 000 and RNS Chief Warden (or Deputy) and RNS Principal (See Attachments 1 & 2 - Emergency & Incident Management Team (IMT) Contact Lists)
- If considered practical (e.g. small fire in kitchen, etc.) one staff member is to use the nearest extinguisher on the fire, with remaining staff on standby to evacuate the students/children, via the nearest safety exit.
- Teachers are to have their mobile devices with them for access of student attendance lists access via Compass for roll and the Administrative Coordinator is to bring the daily registration book from reception. Emergency contact lists are kept in the First Aid bag to be collected from designated control area.
- Chief Warden or Deputy to collect emergency kit and first aid kit from designated areas (near the emergency control point which near the central foyer reception).
All staff to carry their premises swipe key cards and mobiles for access of Compass.
- If safe to do so, a staff member (Area Warden) is to lead people through the nearest safety exit.
- The Chief Warden and/or Deputy are to check all areas of the School premises are empty and close any open windows and doors as they leave.
- Ensure that all people within the School follow directions to evacuate to the designated assembly site.
- Assembly Point 1 (1st Choice) – from in front of the Chinese Baptist Church, 135 Capel Street, North Melbourne, and in class groups from there along toward the corner of Capel and Queensberry Streets
- Assembly Point 2 (Fallback Choice) – From near the corner of Capel and Victoria Streets and then up toward Howard Street, depending on specific circumstances.
- When assembled check students/children against Compass attendance lists, by class – do head counts.
- Report numbers of students/children to Principal, or the Principal's delegate.
- Reassure and calm students/children
- Use items from the emergency pack, if necessary, administer any appropriate First Aid
- Wait for fire services to arrive
- Call families

Actions after evacuation

- Ensure any students/children, staff or visitors with medical needs are supported
- Determine whether to activate a parent/guardian-reunification process
- Determine if there is any specific information students, staff or visitors need to know (e.g. areas of the School to avoid)
- Prepare, print and issue parent / guardian letters and give these to students to take home
- Ensure staff are made aware of assistance / counselling services
- Seek professional assistance / counselling, if required
- Undertake operational debrief with staff and the IMT to identify on-site evacuation and procedural changes that may be required (refer Critical Incident Policy)
- Complete Post Emergency Record

2. **Lock Down Procedures – Code Orange Lock In**

- Principal, or the Principal's delegate or if both absent the Chief Warden to announce that the service is in lock down
- Ensure front door is locked

In an event where students, children and staff need to relocate

- Ensure students/children remain calm and inside the premises and proceed to designated Shelter-in places (Rooms 1, 8 and 20, as best suits the incident).
- Teachers / Educational Leaders to have their mobile devices with them for access of student attendance lists access via Compass for roll and the Administrative Coordinator is to bring the daily registration book from reception
- Lock all entry doors
- Close all doors and close windows, draw blinds but do not expose yourself
- Direct students/children to sit on the floor
- Keep the front door locked and do not open

- Contact Police 000 and RNS Chief Warden (or Deputy) and RNS Principal (See Attachments 1 & 2 - Emergency & IMT Contact Lists)
- Remain in designated Shelter-in Room(s) until the Chief Warden, Principal or Delegate give the 'All clear' on advice from emergency services or the Chief Warden
- Principal or Delegate or Chief Warden to notify parents or guardians, as soon as possible after the lockdown via email or mobile.

In an event where students, children and staff do not need to relocate but practice lock down emergency procedures

- Ensure students/children remain calm and stay within their assigned classroom.
- Teachers to have their mobile devices with them for access of student attendance lists access via Compass for roll and the Administrative Coordinator is to bring the daily registration book from reception
- Lock all entry doors
- Close all doors and close windows, draw blinds but do not expose yourself
- Direct students/children to sit on the floor
- Principal or Chief Warden to complete a headcount
- Keep the doors to the central reception foyer area locked and do not open
- Contact Police 000 and RNS Chief Warden (or Deputy) and RNS Principal (See Attachments 1 & 2 - Emergency & IMT Contact Lists)
- Remain in designated classroom(s) until the Chief Warden, Principal or Delegate give the 'All clear' on advice from emergency services or the Chief Warden
- Principal or Delegate or Chief Warden to notify parents or guardians, as soon as possible after the lockdown via email or mobile.

Actions after lock down

- As per "Actions after Evacuation" listed above

3. Lock Out Procedure

When an **internal immediate danger** is identified and it is determined that students should be excluded from the premises / building for their safety, the Chief Warden on-site will take charge and activate the Incident Management Team if necessary

- Call 000 for emergency services and seek and follow advice
- Announce lock-out with instructions about what is to happen. Instructions may include nominating staff to:
 - Lock doors to prevent entry
 - Check the premises for anyone left inside
 - Obtain Emergency Kit
- Go to the designated external assembly point.
- Check that students/children, staff and visitors are all accounted for
- Where appropriate confirm with emergency services personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Contact parents as required

Actions after lock down

- As per "Actions after Evacuation" listed above

4. Shelter-in Procedure

When an **incident occurs outside the school** and emergency services or the Chief Warden determine that the safest course of action is to keep students/children and staff inside the school premises (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary

- Call 000 for emergency services and seek and follow advice
- Lock all entry doors
- Close all doors and close windows, draw blinds but do not expose yourself
- Move all students and staff to the pre-determined shelter-in places – determined by Chief Warden dependent on the emergency event – Rooms 1, 8 and/or 20.
- Take your emergency kit / first aid kit (including your student, staff and visitor attendance register)
- Check that all students, staff and visitors are accounted for
- Ensure communications with emergency services is maintained
- Wait for emergency services to arrive or provide further information
- Where appropriate confirm with emergency services personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Contact parents as required

Actions after lock down

- As per "Actions after Evacuation" listed above

5. Emergency Response Procedures for specific Emergencies

See Attachment 4 for specific response procedures in the event of:

- Building Fire
- Major External Emissions / Spill (including gas leaks)
- Intruder
- Bomb / Substance Threat (by telephone, letter or email)
- Internal Emission / Spill
- Severe Weather Event
- Earthquake
- Pandemics – Influenza, SARS-COV or Significant Contagion
- Medical Emergency

KEY RESPONSIBILITIES

Responsibilities of Principal, Chief Warden & Incident Management Team (IMT)

- Involve ALL School staff in annually reviewing this Policy and the Procedures in it to achieve a whole team approach.
- Ensure that the written evacuation procedure is current and displayed in key rooms / areas.
- Implement regular evacuation and lock down drills and evaluate (ideally 4 per year).
- Nominate educator / staff member to be responsible for maintaining Evacuation Kit and taking kit in the event of an emergency.
- Ensure that exits remain clear at all times
- Responsibility of Principal & IMT Chief Warden during evacuation.
 - Ensuring all people are leaving the building.
 - Collecting the staff emergency contact list.
 - Collecting the students' families contact list.
 - Collecting a mobile phone.
 - Raise the alarm by ringing the fire brigade on 000
 - Collect the First Aid Box, the medication bag and red fire bag – from the First Aid (Nurses) Office

Responsibilities of Teachers / Educators

- Ensure that exits remain clear at all times
- Incorporate STOP DROP ROLL and 000 into curriculum planning.
- Ensure that an evacuation plan and procedure is displayed and shown to all staff and students
- In the event of an emergency when assembled at assembly points, staff in each room to do head counts and check students/children off attendance roll
- Responsibility of Teachers/Educational Leaders during evacuation
 - Collecting the daily registration book for students/children plus student family's emergency contact list
 - Doing a head count as leaving the room
 - Reassuring the students/children throughout the evacuation procedure
- Responsibility of Team Members in Rooms during evacuation
 - Assisting the Teachers/Educational Leaders with head counts
 - Close all windows and doors upon leaving
 - Reassuring and encouraging the students/children toward the evacuation point
 - Turn off appliances
 - Assist with the evacuation of staff/students with special needs

Responsibilities of the Parent/Guardian/Carer

- Ensure that exits remain clear at all times

Responsibilities of the Chief Warden

- **Pre-Emergency**
 - Maintain current contact details of IMT members
 - Conduct regular exercises/drills (ideally 4 per year)
 - Ensure staff/students/children with special needs list and staff trained in first-aid list are up-to-date
 - Ensure staff on the IMT are aware of their responsibilities
- **During Emergency**
 - Attend the emergency control point (around the central foyer reception area)
 - Ascertain the nature and scope of the emergency
 - Ensure that emergency services have been notified
 - Ensure the appropriate response has been actioned
 - Convene IMT as required
 - Initiate evacuation of affected areas / lock-down / lock-out / shelter-in as required
 - Brief the incoming emergency services and respond to their requests

- Report the emergency to key services (e.g. security, building manager)
- **Post-Emergency**
 - When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations
 - Organise a debrief with the IMT and, where appropriate, with any attending emergency service
 - Compile a report for the IMT

Responsibilities of Planning

- **Pre-Emergency**
 - Assist the Chief Warden
 - Identify Resources Required
 - Participate in emergency exercises / drills
- **During Emergency**
 - Attend the emergency control point (around the central foyer reception area)
 - Ascertain the nature and scope of the emergency
 - Report any changes in the situation to the Chief Warden
 - Act as directed by the Chief Warden
 - Plan for contingencies
- **Post-Emergency**
 - Collect and evaluate information relating to the emergency
 - Identify recovery needs and develop a recovery plan, if required

Responsibilities of Operations Officer (Emergency Personnel Marshall)

- **Pre-Emergency**
 - Regularly check and report on deficiencies of the emergency equipment and kits
 - Coordinate safety practices (e.g. clear egress pathway, access the first attack equipment e.g. fire extinguishers and disposal of rubbish)
 - Participate in emergency exercises / drills
- **During Emergency**

On hearing the alarm/whistle or becoming aware of an emergency, the Operations Officer will

 - Attend the emergency control point (around the central foyer reception area)
 - Communicate with the Chief Warden by whatever means available and act on instructions
 - Implement the emergency response procedure relevant to the premises or area and ensure the Chief Warden is notified
 - Direct Logistics Warden (Area Clearance Marshall) to check the floor or area for any abnormal situation
 - Commence evacuation if the circumstances in their area warrant this
 - Control the movement of people
 - Co-opt persons as appropriate to assist the logistics officer (wardens) during an emergency
 - Act as directed by the Chief Warden
 - Ensure that any implications for student transport arrangements from the school are addressed
 - Confirm that the Logistics Warden (Area Clearance Marshall) activities have been completed and report this to the Chief Warden or senior officer of the attending emergency services if the Chief Warden is not contactable
- **Post-Emergency**
 - Compile a report on the actions taken during the emergency for the debrief

Responsibilities of Communications Officer

The Communications Officer is appointed by the Principal and would normally be the Assistant Principal or Nominee.

- **Pre-Emergency**
 - Assist the Chief Warden
 - Attend training in the use of the school's communication system
 - Maintain records and logbooks and make them available for emergency response
 - Ensure emergency and parent contact details are up-to-date
 - Participate in emergency exercises / drills
- **During Emergency**
 - Attend the emergency control point (around the central foyer reception area)
 - Ascertain the nature and location of the emergency. Maintain up-to-date information.
 - Confirm that emergency services have been notified
 - Notify appropriate IMT members
 - At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
 - Keep a log of events that occur during the emergency
 - Act as directed by the Chief Warden

- **Post-Emergency**
 - Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
 - Contacts parents / guardians as required.

Responsibilities of Logistics Warden (Area Clearance Marshall)

The Logistics Warden assists the Fire Warden and is appointed by the Principal.

- **Pre-Emergency**
 - Ensure staff and students are aware of the emergency response procedures
 - Carry out safety practices (e.g. clear egress pathway, access to first attack equipment e.g. fire extinguishers and disposal of rubbish)
 - Participate in emergency exercises / drills
- **During Emergency**

Persons selected to perform as Logistics Wardens will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer (Emergency Personnel Marshall).

Activities may include:

 - Attend the emergency control point (around the central foyer reception area)
 - Operate the communication system in place.
 - Check that any fire doors and smoke doors are properly closed
 - Close or open other doors in accordance with the emergency response procedures
 - Search the floor / area to ensure all people have evacuated.
This function is of greater importance than a later physical count.
 - Ensure orderly flow of people into protected areas
 - Assist occupants with disabilities / special needs.
 - Act as lead of groups moving to nominated assembly area.
 - Report status of required activities to the Operations Officer (Personnel Marshall) on their completion
 - Act as directed by the Chief Warden
- **Post-Emergency**
 - Compile a report on the actions taken during the emergency for the debrief

ATTACHMENTS

1. Emergency Contacts
2. Incident Management Team – Structure & Contacts
3. Staff with First Aid Qualifications
4. Emergency Response Procedures for Specific Emergencies
 - Building Fire
 - Major External Emissions / Spill (e.g. gas leaks) / Poor Air Quality (e.g. smoke from bushfire)
 - Intruder
 - Bomb / Substance Threat (by telephone, letter or email)
 - Internal Emission / Spill
 - Severe Weather Event – including asthma storm event
 - Earthquake
 - Pandemic – Influenza, SARs-Covid or Significant Contagion
5. Bomb / Substance Threat Checklist
6. Emergency Evacuation Drill – Evaluation Form
7. Evacuation Diagram – Floor Plan in Learning Centre (to be displayed in A3 near Reception / Office / Lunch Room)
8. Evacuation Diagram – Assembly Points (to be displayed in A3 in Rooms 1, 9, 15, 20 and 28)
9. School and Building Facility Profile
10. Emergency Kit and First-Aid Kit Checklists
11. Communications Summary for Preparing Staff for Drills

RESOURCES UTILISED

- Australian Children's Education & Care Quality Authority – www.acecqa.gov.au
- National Quality Framework
- Department of Education and Training - www.education.vic.gov.au
- Education and Care Services National Regulations 2011
- Fire Services - www.cfa.vic.gov.au
- Health and Safety Rules and Guidelines other Centres
- Independent Schools Victoria – Avian and Pandemic Influenza School Emergency Management Planning at https://www.is.vic.edu.au/public/compliance/avian_pandemic_emergency_planning.pdf

NOTES FOR EVALUATION

In order to assess whether the policy has achieved the guidelines set out under the Policy Statement and Purpose Rationale, educators will:

- Evaluate assembly points and evacuation drills
- Ensure there is regular service and maintenance of fire extinguishers and fire blankets
- Ensure Contact Lists are up-to-date, including:
 - IMT members
 - Emergency Contacts
 - Parent / Family Contact Information
 - Students and Staff with Disabilities or Additional / Special Needs (e.g. medical)

EVALUATION:

This Emergency Management Plan will be reviewed annually by River Nile School.

The River Nile School Inc.

ABN 20 382 591 724

Reg. Inc. Assoc. No. A0048482L

Endorsed Charity & Deductible Gift Recipient

Reg. School Number 2111

VCAA Provider 15457

DHS (Centrelink) Reg. School No. 3211:

Level 1 - 117 Capel Street

North Melbourne VIC 3051

(03) 9329 8425

admin@rivernileschool.vic.edu.au

www.rivernileschool.vic.edu.au

ATTACHMENT 1: EMERGENCY CONTACTS**River Nile School**

KEY ROLES	NAME	TELEPHONE Work Hours	MOBILE Work & AH	EMAIL
Principal	Lisa Wilson	03 9329 8425	0419 584 134	lisa.wilson@rivernileschool.vic.edu.au
Business Manager	Marianna Oklander	03 9329 8425	0425 720 772	marianna.oklander@rivernileschool.vic.edu.au
Leading Teacher	Susan Kent	03 9329 8425	0411 707 431	susan.kent@rivernileschool.vic.edu.au
Reg. Nurse & Wellbeing Coordinator	Jacinta Bongiorno	03 9329 8425	0400 122 520	jacinta.bongiorno@rivernileschool.vic.edu.au
Chief Warden and OHS Staff Rep	Fernanda Massinelli	03 9329 8425	0491 622 783	fernanda.massinelli@rivernileschool.vic.edu.au
Board Chair	Jane Kanizay	0414 357 783	0414 357 783	jane.kanizay@rivernileschool.vic.edu.au
Board Deputy Chair	Melanie Ruchel	0408 323 702	0408 323 702	melanie.ruchel@rivernileschool.vic.edu.au

Shared-Facility Partners – 221 Victoria Street

KEY ROLES	NAME	TELEPHONE Work Hours	MOBILE Work & AH	EMAIL
RNLC Chair	Richard Brown	0439 322 634	0439 322 634	rich@rnlc.org.au
RNLC Executive Officer	Elizabeth Davie	0425 737 740	0425 737 740	elizabeth@rnlc.org.au
Director Service Stars, OHS Rep & Cleaning Team Supervisor	Jane Farrell	03 9235 7762	0423 697 187	jane@servicestars.com.au

Building Owner, Other Tenant and Co-Located Organisations

KEY ROLES	NAME	TELEPHONE Work Hours	MOBILE Work & AH	EMAIL
United Workers – Director Finance, Gov. & Compliance	Paul Richardson	03 9287 1850	0417 330 825	paul.richardson@unitedworkers.org.au
United Workers – Office Manager	Sue Shrubshall	03 9235 7753	0425 755 924	sue.shrubshall@unitedworkers.org.au
Safe Steps – Chief People & Culture Officer	Fiona Fleming	03 9928 9686		fiona.f@safesteps.org.au
Safe Steps – Office Manager	Kirsten Miles	03 9928 9647		kirsten.m@safesteps.org.au

Local / Other Organisations

NAME	TELEPHONE
Police Station – North Melbourne	03 8379 0800
Hospital – Royal Children's	03 9345 5522
Hospital – Royal Women's	03 8345 2000
Hospital – Royal Melbourne	03 9342 7000
Premises – Landlord – All Water, Electrical, Utility Services	03 9235 7750
Premises – Landlord – All Water, Electrical, Utility Services – AH Sue S.	0425 755 924
Local Government – City of Melbourne	03 9658 9658
SES (Flood, storm, earthquake)	132 500
Victorian WorkCover Authority Victoria	13 23 60

ATTACHMENT 2: INCIDENT MANAGEMENT TEAM (IMT) – STRUCTURE & CONTACTS

The purpose of our IMT is to direct and control the way RNS will respond to an emergency.

Our designated Chief Warden will take charge during an emergency and delegate the other IMT responsibilities.

The Chief Warden also has the task of maintaining currency of the IMT members and their contact details.

Incident Management Team



IMT ROLES ACTIVITES	PRIMARY CONTACT		SECONDARY CONTACT	
	NAME	TEL/MOBILE	NAME	TEL/MOBILE
Chief Warden	Fernanda Massinelli	0474 219 097	Lisa Wilson	0419 584 134
Planning tasks will be performed by	Lisa Wilson	0419 584 134	Fernanda Massinelli	0474 219 097
Communications tasks will be performed by	Lisa Wilson	0419 584 134	Fernanda Massinelli	0474 219 097
Operations Officer / Emergency Personnel Marshal tasks will be performed by	Lisa Wilson	0419 584 134	Jacinta Bongiorno	0400 122 520
Logistics Warden / Area Clearance tasks will be performed by	Lisa Wilson	0419 584 134	Jacinta Bongiorno	0400 122 520
First Aid Tasks will be performed by	Jacinta Bongiorno	0400 122 520	Lisa Wilson	0419 584 134

ATTACHMENT 3: STAFF WITH FIRST AID QUALIFICATIONS

Staff with First-Aid qualifications that can be called on should their assistance be required:

Name	First Aid HLTAID003 (Renew every 3 yrs)	CPR HLTAID001 (Refresh yearly)	Asthma Management (Refresh yearly)	Allergic / Anaphylaxis Management (Refresh yearly)
Jacinta Bongiorno Registered Nurse	08/12/2020 Exp. 08/12/2023 Cert No. 346843	08/12/2020 Exp. 08/12/2021	Completed 8/12/2020 Cert No. 346854	08/12/2020 School Anaphylaxis Supervisor Cert No. 347129
Lisa Wilson RNS Principal	Completed HLTAID003 08/12/2020 Exp. 08/12/2023 Cert No. 346842	Completed HLTAID001 08/12/2020 Exp. 08/12/2021	Completed 08/12/2020 Cert No. 346853	Completed 08/12/2020 School Anaphylaxis Supervisor Cert No. 347127
Susan Kent Teacher	HLTAID003 Expires: 10/12/2022 Cert. No.: 316883	HLTAID001 08/12/2020 Exp. 08/12/2021 Cert No. 346838	Completed 08/12/2020 Cert No. 346849	
Jacqueline Magessa Social Support Worker	HLTAID003 08/12/2020 Exp. 08/12/2023 Cert No. 346840	HLTAID001 08/12/2020 Exp. 08/12/2021	Completed 08/12/2020 Cert No. 346848	
Charlotte Rigoni Social Support Worker	HLTAID003 08/12/2020 Exp. 08/12/2023 Cert No. 346839	HLTAID001 08/12/2020 Exp. 08/12/2021	Completed 08/12/2020 Cert No. 346852	
Imelda Olo	HLTAID003 08/12/2020 Exp. 08/12/2023 Cert No. 346845	HLTAID001 08/12/2020	Completed 08/12/2020 Cert No. 346850	

River Nile Children's Service

Name	First Aid Level 2 (Renew every 3 yrs)	CPR (Refresh yearly)	Asthma Management (Refresh yearly)	Allergic / Anaphylaxis Management (Refresh yearly)
Jacinta Bongiorno School Nurse	08/12/2020Exp. 08/12/2023 Cert No. 346843	08/12/2020	Completed 8/12/2020 Cert No. 346854	08/12/2020 School Anaphylaxis Supervisor Cert No. 347129
Suzan Najuan Childcare Educator – Room Leader	HLTAID004 08/12/2020 Expires 08/12/2023 Cert. No.: 348058	HLTAID004 08/12/2020 Cert. No.: 348058	HLTAID004 08/12/2020 Expires 08/12/2023 Cert. No.: 348058	HLTAID004 08/12/2020 Expires 08/12/2023 Cert. No.: 348058
Letekidan Teke Childcare Educator	HLTAID004 08/12/2020 Expires 08/12/2023 Cert No. 348059	HLTAID004 08/12/2020 Cert No. 348059	HLTAID004 08/12/2020 Expires 08/12/2023 Cert No. 348059	HLTAID004 08/12/2020 Expires 08/12/2023 Cert No. 348059

ATTACHMENT 4: EMERGENCY RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES

BUILDING FIRE

- **Call 000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the Car Park, Chinese Baptist Church, 135 Capel Street, North Melbourne, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Contact parents / guardians as required
- Direct all Media Enquiries to the Principal, or to the Assistant Principal / Acting OIC in the absence of the Principal

MAJOR EXTERNAL EMISSIONS / SPILL (e.g. GAS LEAKS) / POOR AIR QUALITY (e.g. SMOKE FROM BUSHFIRES)

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is on the property, notify the Building Premises Landlord, United Workers Union, Office Manager (or Finance and Operations Director, in that person's absence) – See Attachment 1: Emergency Contact List.
- If safe to do so, evacuate staff, students, visitors and contractors to the external evacuation assembly point – the Car Park, Chinese Baptist Church, 135 Capel Street, North Melbourne.
- Check that all students, staff, visitors and contractors are accounted for, and notify the Chief Warden.
- Contact parents / guardians as required
- Direct all Media Enquiries to the Principal, or to the Assistant Principal / Acting OIC in the absence of the Principal

INTRUDER

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the premises / building if possible and confine or isolate the threat from building occupants
- Determine whether evacuation, lock-down or shelter-in place is required. Do this in consultation with the Police where possible.
- Evacuation should only be considered if safe to do so.
- Check that all students, staff, visitors and contractors are accounted for.
- Contact parents / guardians as required
- Direct all Media Enquiries to the Principal, or to the Assistant Principal / Acting OIC in the absence of the Principal

BOMB / SUBSTANCE THREAT

If a suspicious object is found (or the threat identifies the location of a bomb)

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- **Call 000** for police and seek and follow advice.
- Report the threat to the Chief Warden or Principal who will coordinate the emergency response until the police arrive.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

Evacuate the School and

- Ensure students and staff are not directed past the object
- Alert any other services co-located at the school site
- Check that all students, staff, visitors and contractors are accounted for.
- Restrict all access to the site and ensure there are no barriers inhibiting access by police.

Communication

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Direct all Media Enquiries to the Principal, or to the Welfare Director in the absence of the Principal
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.

If a bomb / substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for police on a separate phone
 - notify the Chief Warden/Principal
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The checklist should be located with staff who normally answer in-coming phone calls):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated / taped / recorded.
- Ask the caller:
 - where exactly is the bomb/substance located?
 - what time will the bomb explode/the substance be released?
 - what will make the bomb explode/how will the substance be released?
 - what does the bomb look like?
 - what kind of device / substance is it?
 - who put the bomb/substance there? Why was it put there?
 - what kind of substance is it (gas, powder, liquid)? How much is there?
 - where are you? Where do you live?
 - what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
 - Immediately:
 - inform the Chief Warden or Principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above
 - ensure all of the caller information has been written down and provided to police on arrival.

If a bomb / substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/Principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.

If a bomb / substance threat is received by email

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above
- Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.

- Once out of the affected building:
 - Move students away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

INTERNAL EMISSION / SPILL

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden or Principal who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.
- Direct all Media Enquiries to the Principal, or to the Assistant Principal or Acting OIC in the absence of the Principal

SEVERE WEATHER EVENT / including ASTHMA STORM EVENT

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows.
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden or Principal.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Direct all Media Enquiries to the Principal, or to the Assistant Principal or Acting OIC in the absence of the Principal
- Contact parents as required.

EARTHQUAKE

- **Call 000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.

If Outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

If Inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
 - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you're in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden or Principal.

- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media Enquiries to the Principal, or to the Assistant Principal or Acting OIC in the absence of the Principal

PANDEMIC – INFLUENZA, SARS-COVID OR SIGNIFICANT CONTAGION

Protection from Infection

In the event of an actual or imminent pandemic, control measures such as quarantining, school closures and key health message will be determined by the Department of Health. Advice regarding these measures and any actions the school is required to take will be received from Independent Schools Victoria, who will work closely with the Department of Education and Training and Department of Health to implement pandemic control measures across the Victorian education sector.

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to:
<https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza>

For advice, guidance and support for managing and responding to coronavirus pandemic in Victorian schools go to:
<https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>

RNS strives to mitigate risk including by periodically discussing health hygiene with students within its curriculum and as learning opportunities arise to raise awareness of practical steps to help protect staff and students from health issues such as pandemics, including:

- Regular hand washing using soap and thorough drying of hands after washing
- Wearing masks
- Covering mouth and nose with a tissue when coughing or sneezing
- Disposal of used tissues in a bin
- Avoiding contact with others, if sick, to reduce the risk of passing the infection on
- If possible stand 1.5 metres away or to the side of a coughing/sneezing person
- Surfaces such as door handles, reception counters, counter tops, tables etc, being sanitized regularly as pandemic viruses can survive for 24 or more hours on inanimate surfaces
- Staff and students with respiratory illnesses should not attend work or school while symptomatic

Screening / Gate Keeping

- RNS is proactive about being aware if our staff and students travel overseas and would be on alert if they:
 - travelled to and returned from countries with confirmed pandemic cases
 - had fever or influenza like symptoms on return from travel
- RNS has a School Nurse and is alert to considering need to implement proactive Screening / Gate Keeping on arrival of all staff, students and visitors e.g. with Touch-free Temperature checks, questions to check people are well on arrival, making hand sanitizer available and masks and face shields, as appropriate.

Infection control

In the event of a suspected case or outbreak, RNS would:

- Seek and follow the advice of health professionals and officials including telephoning the Victorian Department of Human Services for emergency advice on pandemic health issues on 1300 650172
- Report the matter to the Chief Warden and Principal immediately to convene the IMT to consider actions including:
 - implementing a clinical management plan,
 - implementing infection control procedures,
 - developing a triage plan (e.g. starting with at-risk people e.g. those with asthma and other medical conditions)
- Communicate with all students, staff, visitors and contractors, as appropriate.
- Contact parents / guardians, as required
- Direct all Media Enquiries to the Principal, or to the Assistant Principal or Acting OIC in the absence of the Principal

MEDICAL EMERGENCY

Emergency Response

In the event of a medical emergency, RNS staff should:

- **Call 000** immediately if emergency medical services are needed and seek and follow advice.
- Take appropriate emergency action without waiting for parent / guardian consent (if the incident relates to a student), given delays in these circumstances could compromise safety.

Refer: **First Aid Policy and Procedure**
Anaphylaxis Policy

Once the action has been taken, staff should notify:

- Parents / guardians or the student's emergency contact (if the incident relates to a student)
- The RNS Principal or Welfare Director/Coordinator

For example, an Emergency Response may be required in the event of:

- Parents/guardians or emergency contact delay collecting the student.
- Student's health and safety starts to deteriorate.

Non-Emergency Response

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In the circumstances, the School should ask that parents/guardians or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.

For example, this response would apply if a student:

- Receives a blow to the head but there are no signs of concussion.
- Reports persistent aches and pains.

Emergency assistance may then be required.

NOTE: It is not for the school to make a medical prognosis

Accompanying students

Upon the Principal's discretion, a staff member may accompany a student transported by emergency services when one or more of the following applies:

- A parent/guardian or emergency contact person cannot do so
- The age or development of the student justifies it
- The student chooses to be accompanied
- Alternative supervision for remaining students can be arranged.

Accompanying students: private vehicle

On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the:

- Driver is not distracted
- Student can be constantly supervised.

Related Policies

- First Aid Policy and Procedures
- Anaphylaxis Management Policy
- Critical Incident Management Policy and Procedures
- Excursion Safety

ATTACHMENT 5: BOMB / SUBSTANCE THREAT CHECKLIST

This checklist should be located with staff who normally answer in-coming phone calls.

Record as many details as you can while you are on the phone to the caller and **DO NOT HANG UP**

- Gender of caller _____
- Age of caller _____
- Accents and speech impediments _____
- Background noises _____
- Key phrases used _____
- Whether the threat is automated / taped / recorded

Ask the caller:

- Where exactly is the bomb/substance located? _____
- What time will the bomb explode/the substance be released? _____
- What will make the bomb explode/how will the substance be released? _____
- What does the bomb look like? _____
- What kind of device / substance is it? _____
- Who put the bomb / substance there? _____
Why was it put there? _____
- What kind of substance is it (gas, powder, liquid)? _____
How much is there? _____
- Where are you? _____
Where do you live? _____
- What is your name? _____
What are your contact details? _____

Once the call is finished **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.

ATTACHMENT 6: EMERGENCY EVACUATION DRILL – EVALUATION FORM

Year: _____. Drill: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ Date: _____

Type of Emergency: _____

Area / Room where the emergency occurred: _____

Time of drill: _____ Duration: _____

Implemented by: _____

Number involved of: Staff: _____ Adult students: _____ Children: _____

Number **NOT** accounted for of: Staff: _____ Adult students: _____ Children: _____

Names of any students/children **NOT** signed in:

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____ 8. _____

9. _____ 10. _____ 11. _____ 12. _____

Were duties carried out by nominated people: Yes ☐ No ☐

Evaluation points to be discussed at next staff meeting:

Modifications and objectives for future drills:

Person nominated to call next drill: _____ Date Due: _____

Room Evacuation bag retrieved and checked for perishables: Yes ☐ No ☐

Emergency contact list, up-to-date and current and in evacuation bag: Yes ☐ No ☐

Evacuation procedure followed the plan in the room: Yes ☐ No ☐

Chief Warden Name & RNS Position: _____ Signature: _____ Date: ____/____/____

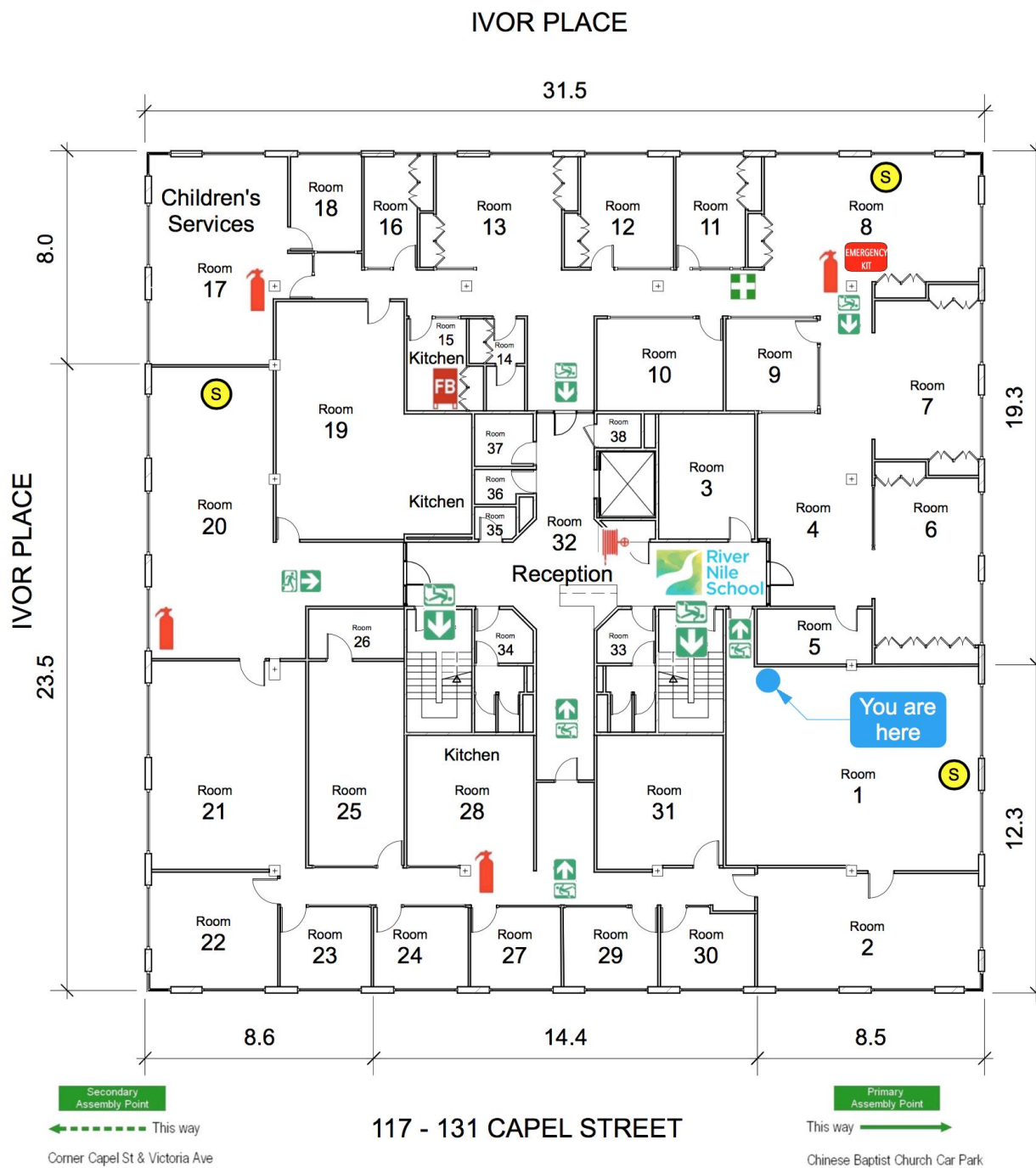
Management Review Name & Position: _____ Signature: _____ Date: ____/____/____

ATTACHMENT 7 – EVACUATION DIAGRAM – RNS FLOOR PLAN (to be displayed in School in A3)

Version to display in [Room 1](#)



RIVER NILE SCHOOL EVACUATION DIAGRAM



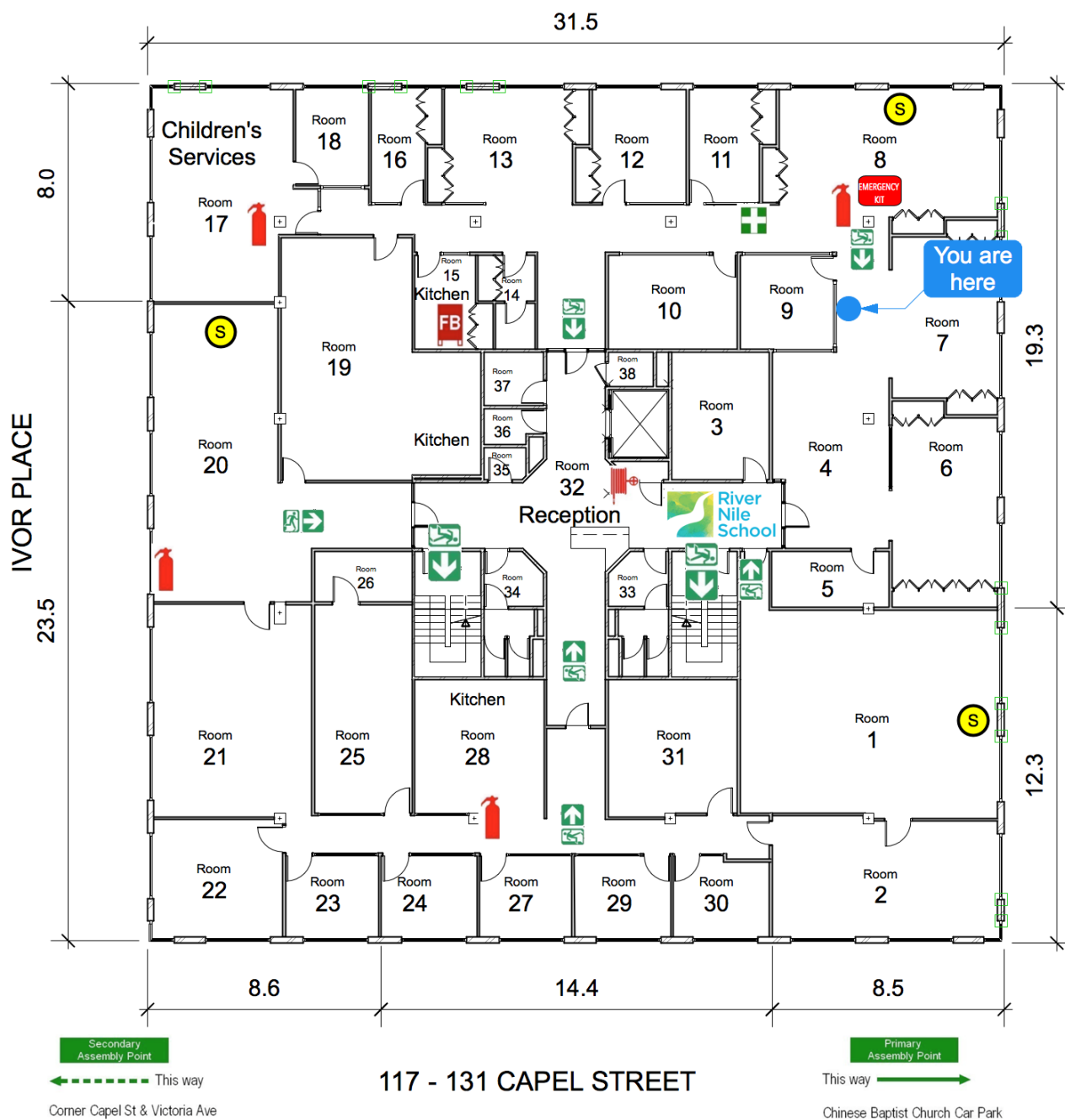
Legend

FB Fire Blanket	Emergency Kit	Exit Point	Fire Extinguisher	Evacuation Route	Evacuation Route to secondary assembly point	Fire Hose Reel	Shelter-in-Place Area	First Aid Kit
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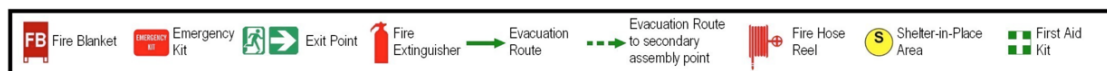


RIVER NILE SCHOOL EVACUATION DIAGRAM

IVOR PLACE



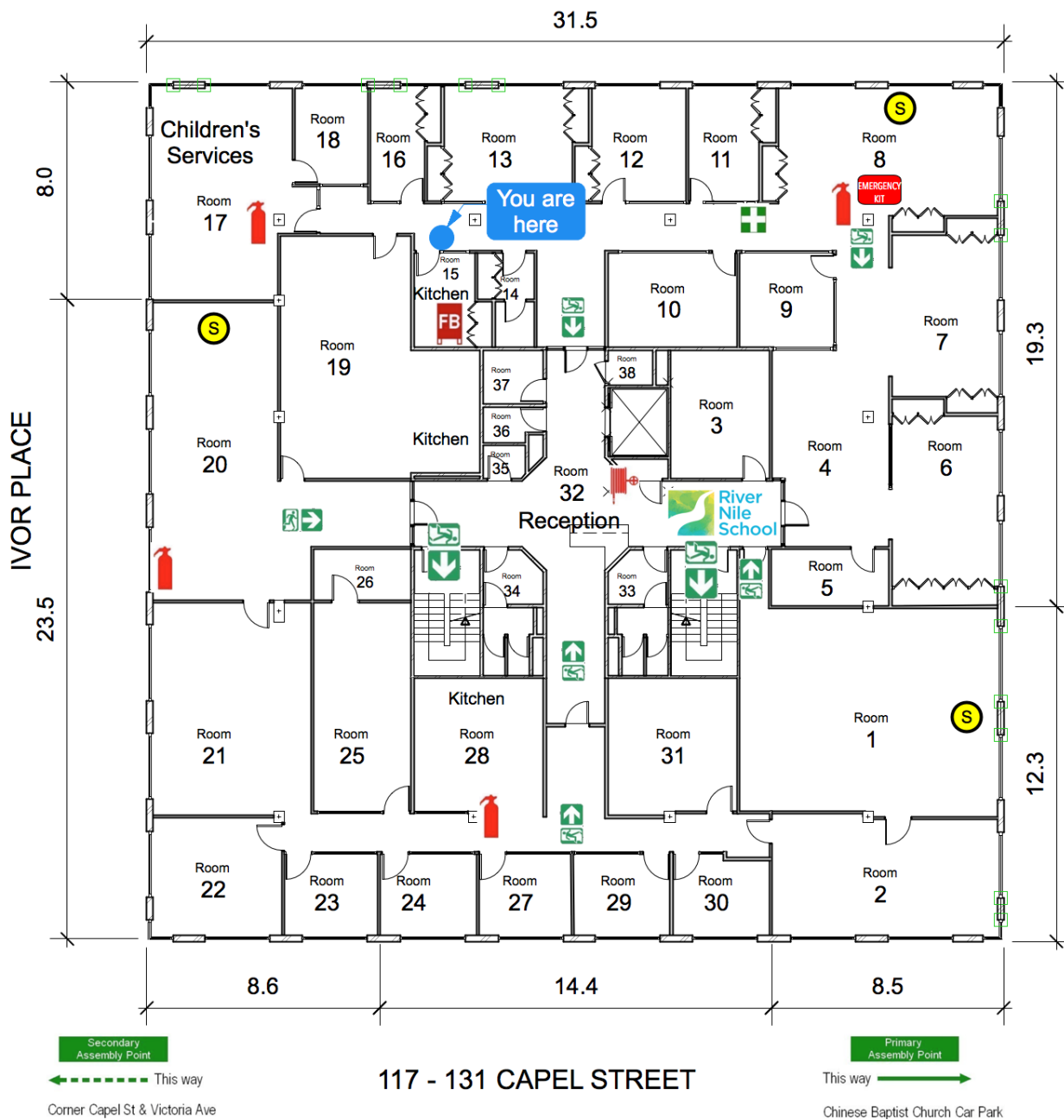
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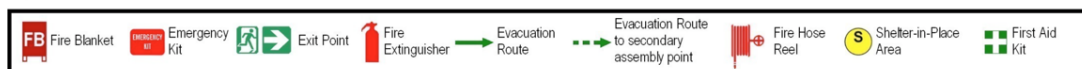


RIVER NILE SCHOOL EVACUATION DIAGRAM

IVOR PLACE



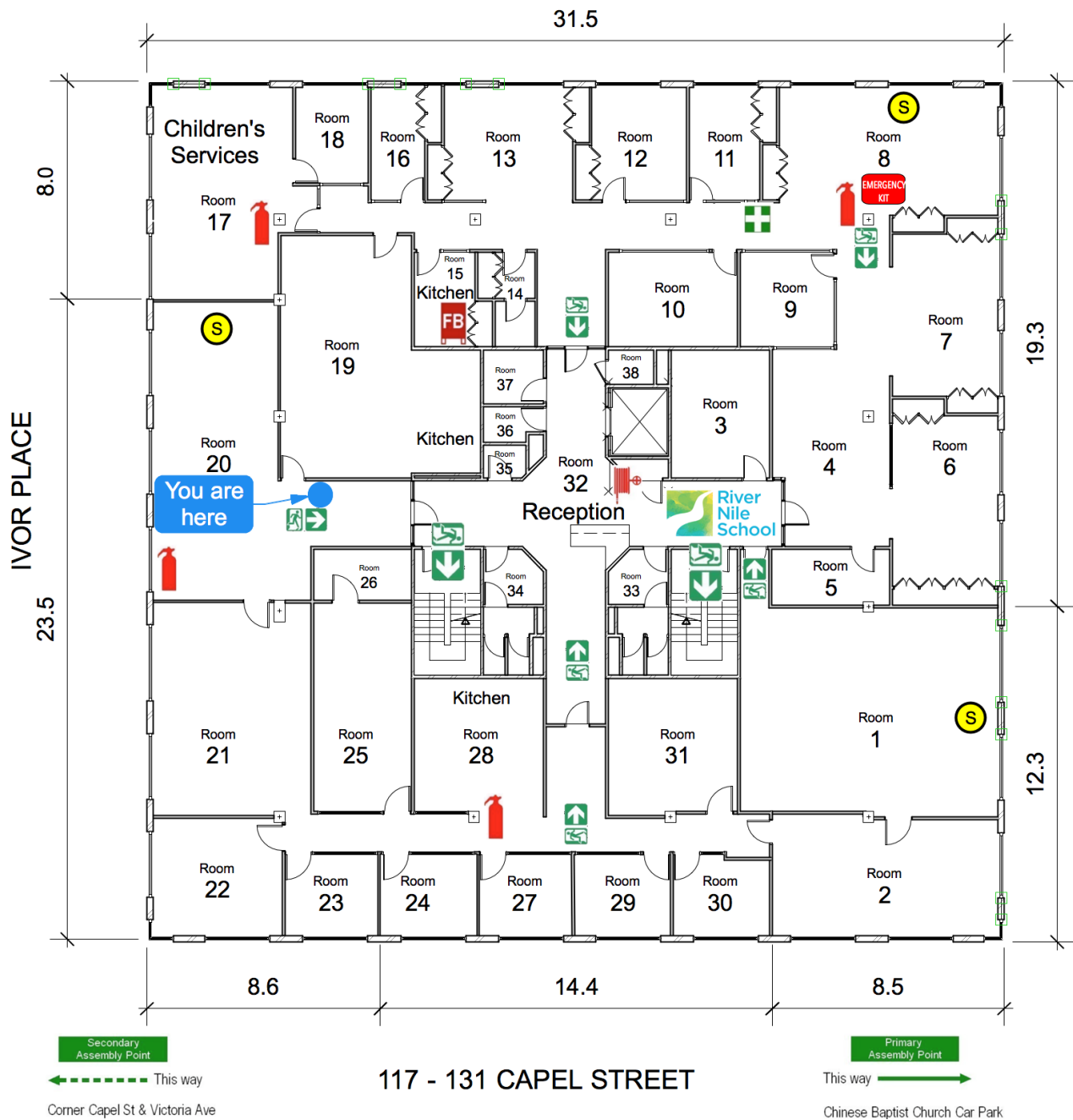
Legend





RIVER NILE SCHOOL EVACUATION DIAGRAM

IVOR PLACE



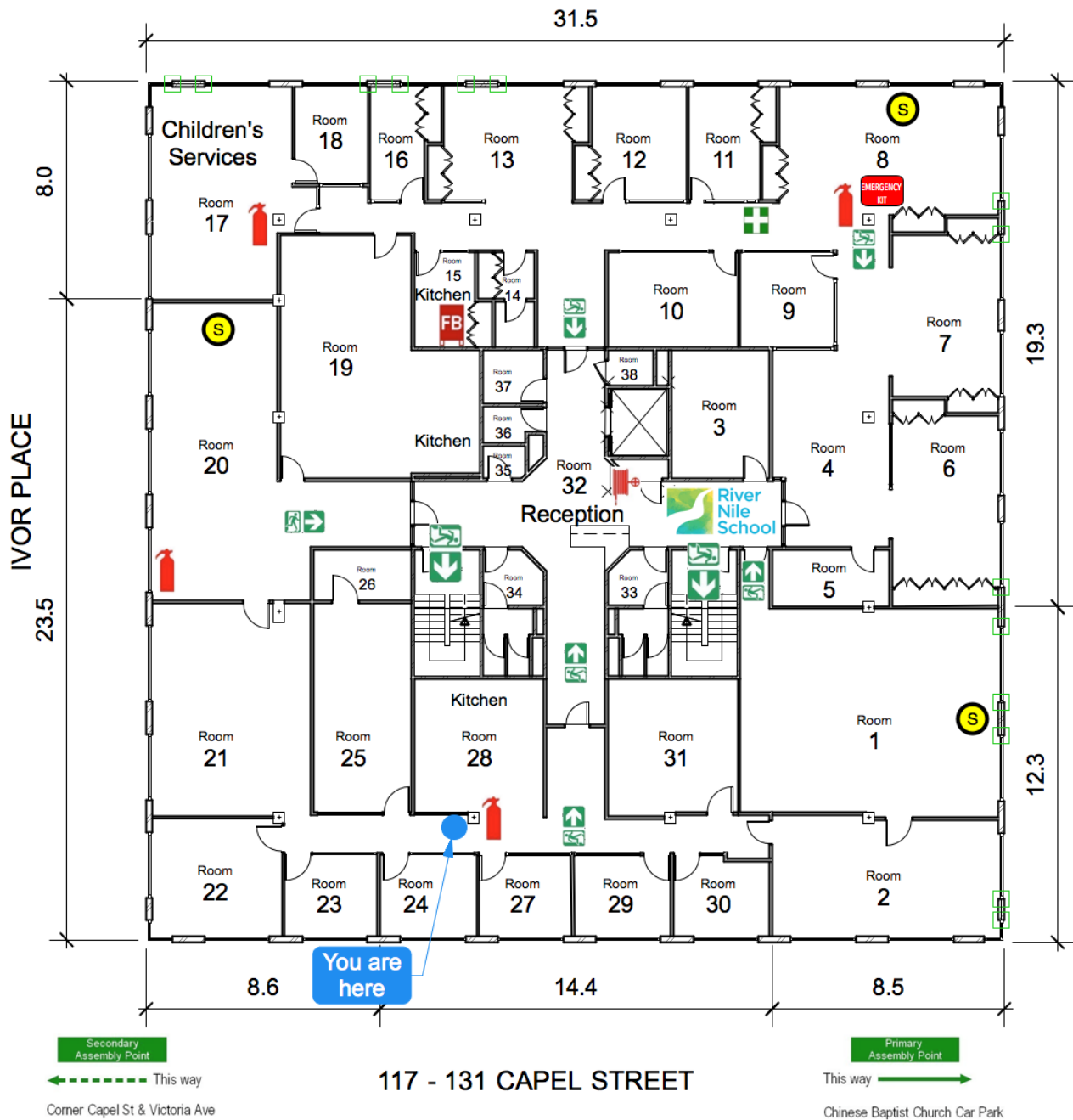
Legend

Fire Blanket	Emergency Kit	Exit Point	Fire Extinguisher	Evacuation Route	Evacuation Route to secondary assembly point	Fire Hose Reel	Shelter-in-Place Area	First Aid Kit
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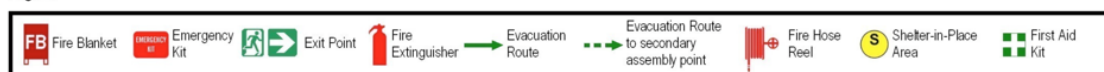


RIVER NILE SCHOOL EVACUATION DIAGRAM

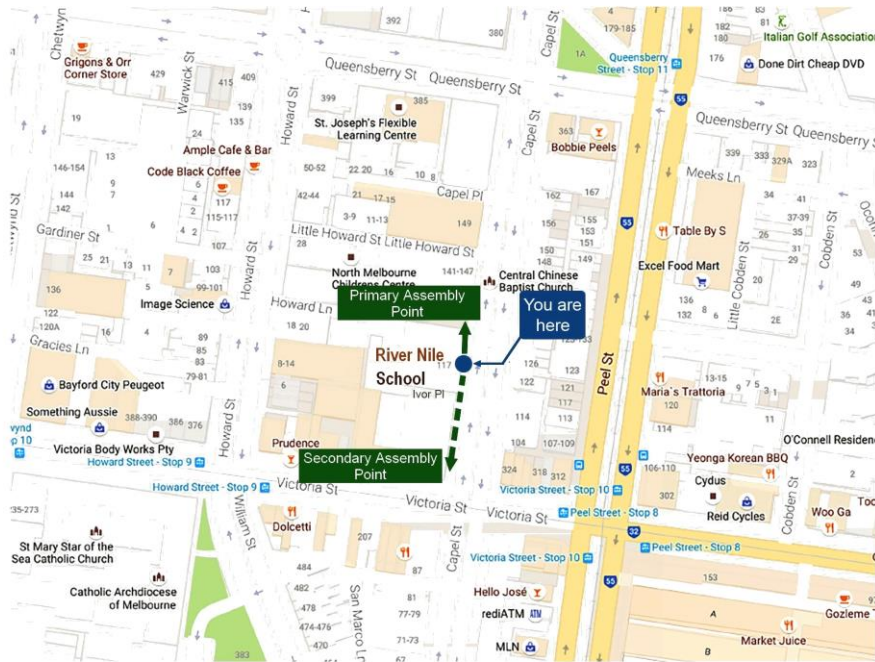
IVOR PLACE



Legend



RIVER NILE SCHOOL - EVACUATION ASSEMBLY POINTS



Legend

	Primary Assembly Point
	This way →
Primary Assembly Point	Chinese Baptist Church Car Park 135 Capel Street, North Melbourne
	Secondary Assembly Point
	← This way
Secondary Assembly Point	Corner Capel St & Victoria Ave

ATTACHMENT 9: SCHOOL AND BUILDING FACILITY PROFILE

School Address: Level 1, 117 Capel Street, North Melbourne VIC 3051

Operating Hours: 8.30 am to 5 pm Monday to Friday during school terms

Telephone: 03 9329 8425

Email: admin@rivernileschool.vic.edu.au

Number of Students: ~100

Number of Staff: ~24 people by head count / ~18 Full Time Equivalents

Typical Communications method to School community: Newsletter, emails, WhatsApp,

OTHER SERVICES / USERS OF SITE

Shared-Facility Partnerships

KEY ROLES	NAME	TELEPHONE Work Hours	TELEPHONE After Hours	MOBILE	EMAIL
River Nile Learning Centre	Richard Brown Chair	0439 322 634	0439 322 634	0439 322 634	rich@rnlc.org.au
	Elizabeth Davie Executive Officer	0425 737 740	0425 737 740	0425 737 740	elizabeth@rnlc.org.au
Service Stars	Jane Farrell Director	03 9235 7762	0423 697 187	0423 697 187	jane@servicestars.com.au

Co-Located Organisations

ORGANISATION	NAME	TELEPHONE Work Hours	TELEPHONE After Hours	MOBILE	EMAIL
United Workers Union –	Paul Richardson Director Finance, Governance & Compliance	03 9287 1850	0417 330 825	0417 330 825	paul.richardson@unitedworkers.org.au
	Sue Shrubshall Office Manager	03 9235 7753		0425 755 924	sue.shrubshall@unitedworkers.org.au
Safe Steps –	Fiona Fleming Chief People & Culture Officer	03 9928 9686			fiona.f@safesteps.org.au
	Kirsten Miles Office Manager	03 9928 9647			kirsten.m@safesteps.org.au

BUILDING INFORMATION

	<u>Service Provider</u>	<u>Location</u>
Alarms:	Nil	
Utilities:	Water City Water	Car Exit at street front of building
Sprinkler system:	Nil	
Boiler room:	Nil	
Emergency Power System:	Nil	
Building & Site Hazards:	High Voltage Power Sub Station (CitiPOWER)	Car Park at Rear of United Voice Building
Additional:	FES (Fire Equipment Services) - provide fire extinguishers throughout building	
	Building has a burglary alarm only	

ATTACHMENT 10: EMERGENCY KIT & FIRST AID KIT CHECKLIST

The emergency kit should contain:

- ✓ Student data and parent contact information
- ✓ Student and staff with special needs list, including any student medications
- ✓ Staff contact information
- ✓ List of staff on IMT
- ✓ Student sign out book
- ✓ Traffic / Emergency safety vests and helmet
- ✓ Facility swipe card
- ✓ Standard portable First Aid Kit
- ✓ Whistle
- ✓ Copy of site facility floor plan
- ✓ Allen Key for opening windows
- ✓ Torch

Note: Staff all carry personal mobiles on them

The first-aid kit should ideally contain:

- 1 x Adhesive Strips hypo-allergenic, 50's
- 1 x Bag resealable small 10cm x 18cm
- 1 x Bag resealable medium 15cm x 23cm
- 1 x Bag resealable large 23cm x 30cm
- 1 x Bandage Compression Extra Firm 10cm
- 3 x Bandage Conforming Light 5cm
- 3 x Bandage Conforming Light 7.5cm
- 1 x Combine Dressing 10cm x 20cm
- 1 x Emergency Accident Blanket
- 1 x Emergency First Aid Book
- 4 x Eye Pad
- 1 x Forceps Pointed 12.5cm SS Sharp
- 5 x Gauze Swabs 7.5cm x 7.5cm x 5
- 5 x Gloves Nitrile Large pair (disposable)
- 5 x Hydro Gel sachets 3.5g
- 1 x Instant Cold Pack
- 1 x Non-adherent Dressing 10cm x 10cm
- 3 x Non-adherent Dressing 7.5cm x 10cm
- 6 x Non-adherent Dressing 5cm x 5cm
- 1 x Notepad & Pencil in bag
- 1 x Pen Ballpoint (black ink)
- 1 x Resuscitation Mask
- 1 x Safety Pins (assorted x 12)
- 8 x Saline Steritube 15mL
- 1 x Scissors Medical 12.5cm SS Sharp/Blunt
- 2 x Splinter Probe (disposable)
- 10 x Swabs Antiseptic
- 10 x Swabs Iodine
- 1 x Tape hypo-allergenic 2.5cm x 9m
- 2 x Triangular Bandage 110cm x 110cm
- 1 x Wound Dressing No. 14
- 1 x Wound Dressing No. 15

Emergency Management Plan Summary – Evacuate or Stay Inside

Evacuate

Chief Warden 1. Fernanda Massinelli 0474 219 097 Support 1. Lisa Wilson 0419 484 134 2. Delegate	Equipment - Megaphone (Chief Warden) - Mobile phone with Compass App and WhatsApp (Everyone) - Hi Vis (Chief Warden, Delegates) - Sign in sheet at Reception (Chief Warden or Delegate) - First Aid kit (Nurse or First Aid Qual)
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Chief Warden will proceed to Emergency Control Point - Reception (room 32)

- Sound alarm on Megaphone 3 times
- Call 000
- Delegate support person who will also wear Hi Vis
- Alert staff via RN Staff Group WhatsApp with “EVACUATE” headlining message
- Triage First Aid

Each Teacher in charge of a classroom at the time of event:

- Ask students to stop and calmly follow instructions and the teacher to the nearest exit
- Each teacher to take mobile phone
- Scan room when leaving to ensure no one still in room

Non-Teaching Staff

- If in classroom support the teacher
- Check current workstation and ensure people not involved in a class move to Emergency Control Point
- Support direction from Chief Warden
- Collect First Aid

Exit

- Follow Chief Warden direction
- The (Vic Street) Exit that leads onto Capel Street should be the priority exit
- The (Chinese Baptist Church) Exit we normally use does not lead onto the street and for this reason should be avoided, however Chief Warden’s direction may decide it’s appropriate

Assembly Point

- Each class will group together along Capel Street past the Chinese Baptist Church

Head Count

- Each teacher in charge of a class will do a role call using the Compass App
- Delegate to take Staff Dot System and Sign in sheet and perform head count
- Information on head count provided to Chief Warden with clear language – ‘All Here’ or ‘# missing – include names and last known room’
- First Aid will be provided at this stage

Await Instructions

- From Emergency Services
- Chief Warden

Emergency Management Plan Summary – Evacuate or Stay Inside

Stay Inside

Chief Warden 2. Fernanda Massinelli 0474 219 097 Support 3. Lisa Wilson 0419 484 134 4. Delegate	Equipment <ul style="list-style-type: none">- Mobile phone with Compass App and WhatsApp (Everyone)- Hi Vis (Chief Warden, Delegates)- Sign in sheet at Reception (Chief Warden or Delegate)- First Aid kit (Nurse or First Aid Qual)
--	---

Chief Warden will proceed to Emergency Control Point - Reception (room 32)

- Call 000
- Secure Exits – lock all doors
- Delegate support person who will also wear Hi Vis
- If safe to move throughout building Chief Warden or Delegate will alert each classroom
- Alert staff via RN Staff Group WhatsApp with “STAY INSIDE – SAFETY ALERT” headlining message
- Triage First Aid

Each Teacher in charge of a classroom at the time of event:

- Ask students to stop and calmly follow instructions
- Each teacher to take mobile phone
- Scan room when leaving to ensure no one still in room

Non-Teaching Staff

- If in classroom support the teacher
- Check current workstation and ensure people not involved in a class move to ‘Shelter’ room
- Support direction from Chief Warden

Assembly Point

- Where safe and upon direction from Chief Warden move to closest ‘Shelter’ room (S on the school map) – Room 1, 8 and Room 19

Head Count

- Each teacher in charge of a class will do a role call using the Compass App
- Delegate to take Staff Dot System and Sign in sheet and perform head count
- Information on head count provided to Chief Warden with clear language – ‘All Here’ or ‘# missing’ – include names and last known room
- First Aid can be provided at this stage
- If people are separated please communicate via WhatsApp

Await Instructions

- From Emergency Services
- Chief Warden