

Emergency Situations Roles for 2018

Emergency Coordinator	Paul Griffin- Principal or Acting Principal
Communications	Chris Welsh/ Carolyn Kustura
Evacuation Area Coordinator	Elena Tolchenova/ Sylvia Farnfield
Building Coordinators	Block A: Cory Connor/ Jenny Skilbeck Block B: Carolyn Kustura/ Monique Welsh Block C: Chloe Danaher/ Steph Koutsaplis Barn Shed: Jim H BER Building: Rob Saliba/ Gay Murphy Think Tank: Martine Wakeham/ Sanem Yunluel
First Aid Coordinator	Kelly Gould
Emergency Management Plan Officer:	Elena Tolchenova

On-site/ Off-site evacuation

Emergency Coordinator's Role – Paul Griffin or Acting Principal

To be undertaken by the Principal, Acting Principal, OHS representative or senior staff member in the absence of the Principal.

Action:

- Establish the nature of the emergency
- Alert staff and students to the emergency
- Act in accordance with Emergency Management Plan including:
 - Notifying Emergency Services and the DET Emergency Communications Centre, **9589 6266**
 - Evacuate staff, students and visitors
 - Establish a First Aid post
 - Provide resources to manage the emergency
 - Communicate with staff, students and visitors including establishing an information centre to communicate with parents.
 - Maintain staff and student welfare.
 - Liaise with emergency services.
 - Liaise with the Evacuation Area Coordinator.
 - Carry loud hailer

Communication – Chris Welsh/ Carolyn Kustura

Action:

- On instructions from the coordinator contact the appropriate emergency service and the DET Emergency Communications Centre **9589 6266**.
- Where possible, ensure the safety of all computer discs and relevant / important records.
- Take responsibility for general telephone communication including notification of parents, at the direction of the Coordinator.

First Aid Coordinator's Role – Kelly Gould/ Dorris Borg

Action:

- Will take the first aid kit from the First Aid room or will delegate someone to take it
- Establish First Aid post
- Attend to casualties until medical authorities arrive.
- Register casualties, particularly those passed on to medical authorities.

Building Coordinator's Role:

Block A: Cory / Jenny

Block B: Carolyn / Monique

Block C: Chloe/ Steph

THINK TANK: Martine

BER Building: Rob/ Gay

Barn Shed: Jim

Action:

- Proceed immediately to your area of the school, appointing the designated teacher to your class for evacuation if necessary.
- On advice from the Emergency Coordinator, direct an orderly evacuation from the rooms in your area of responsibility.
- If students are on recess or lunch break when the emergency occurs, direct an orderly evacuation from the playground.
- Check that no person has been left behind in rooms, storerooms, offices or toilets in your building.
- Notify evacuation coordinator when evacuation of your building area is complete.
- Proceed to evacuation area and relieve teacher if one supervising your class.
- Where necessary assist the Evacuation Coordinator.

Evacuation Area Coordinator's Role – Elena Tolchenova/ Sylvia Farnfield

Action:

- Register those classes, staff and visitors reporting to the Evacuation Area Coordinator.
- Register any missing persons.
- Direct those reporting to the evacuation area.
- Report the situation to the Emergency Coordinator.
- Complete evacuation area checklist

Office Manager's Role – Sylvia Farnfield

Action – (Subject to personal safety)

- Will lock the front door.
- Take the visitors book to the evacuation area and check that all visitors are present.
- Assist Evacuation Area Coordinator to check staff and visitors presence

Teacher's Role

Teachers are responsible for the safe and orderly evacuation of students when instructed by the Emergency Coordinator to do so.

Teachers must supervise their students at all times. If directed to another task by the Coordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.

If the emergency takes place in your room or affects your classroom:

- Secure the attendance roll and follow the Emergency Management Plan
- Turn off all appliances including **air conditioners, heaters, computers and light switches.**
- Close doors and windows (do not lock) before leaving the classroom.
- Evacuate the classroom using the safest planned route or safest exit.
- Proceed to the evacuation area stated by Emergency Coordinator via PA system.
- Take steps to locate and ensure the safety of students who have left the class.
- Check attendance of students and report to Evacuation Area coordinator number of currently present students, staff members and visitors from your grade.
- Await further instructions from the Emergency Coordinator.

If you are a class teacher not committed to a class at the time:

- Proceed to evacuation area and report to Evacuation Area coordinator.
- Relieve the specialist teacher of your students as soon as possible.

Staff will be directed by the Emergency Coordinator during an emergency, and should not initiate any action related to the emergency without the coordinator's authorization. This does not prevent a staff member taking action which minimizes the nature of the emergency or reduces the possibility of injury. Any staff member given a task by the emergency coordinator must advise the emergency coordinator when it has been completed.

POD A: Prep, Grade 2, Grade 4

Prep

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class, all staff and visitors.
Exit door near front of school gates
Mark the roll and report numbers of students to Evacuation Area Coordinator.

Grade 4

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class, staff and visitors.
Exit door at rear of Gr 2/4 portable
Mark the roll and report numbers of students to Evacuation Area Coordinator.

Grade 2

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class, staff and visitors
Exit door near prep toilets
Mark the roll and report numbers of students to Evacuation Area Coordinator.

POD C: Grade 1, Grade 3

Grade 1

Turn off lights, close windows, shut but DO NOT lock the door and evacuate own class, staff, visitors via door near bike racks
Mark the roll and report numbers of students to Evacuation Area Coordinator.

Grade 3

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class, staff, visitors..
Exit via personal classroom door near Think Tank and move to evacuation area
Mark the roll and report numbers of students to Evacuation Area Coordinator.

BER Building: Grade 5, Grade 6

Grade 5

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class
Exit door nearest to the admin building and move to evacuation area. Mark the roll and report numbers of students to Evacuation Area Coordinator.

Grade 6

Turn off lights, close windows, shut but DO NOT lock the door.
Evacuate class
Exit via classroom door and move to evacuation area
Mark the roll and report numbers of students to Evacuation Area Coordinator.

SPECIALISTS ICT, ART, PE

Turn off lights, close windows, shut but DO NOT lock the door and evacuate class
Exit via central POD door move to evacuation area
Hand over class to classroom teacher and report to Evacuation Area Coordinator.

THINK TANK (PBS Support Centre)

Martine Wakeham/ Sanem Yunluel

Monitor any students in your care at all times. Check the building and toilets. Turn off lights, close windows, shut but DO NOT lock the door. Evacuate and hand the students in your care to classroom teacher. Report to Evacuation Area coordinator.

IT support:

Quang Ho
IT

Turn off lights, close windows, shut but DO NOT lock the door and
Exit to evacuation area
Report to Evacuation Area Coordinator

ES staff:

Monitor any student in your care at all times.
Assist class evacuation if appropriate.
Hand student in your care to classroom teacher
Report to Evacuation Area Coordinator
Turn off lights, close windows, shut but DO NOT lock the door
Collect first aid kit from Office Manager.
Establish first aid post.

LOCK DOWN

Emergency Coordinator's Role – PAUL GRIFFIN or Acting Principal

Initiate the lock-down and provide instructions to staff, for example,
*“close internal doors and windows, remain in classroom, sit below
window level or move into corridors.”*

- Call **000** for emergency services and seek and follow advice.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on **9589 6266**.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Delegate a staff member to maintain a record of actions/decisions undertaken and times.
- Delegate a staff member to contact parents as required

Staff Roles and Responsibilities

- Close internal doors and windows, remain in classroom, sit below window level or move into corridors.
- Check that all external doors windows are locked, including ones that have not been in use for a while in your area.
- Make sure you report to office via internal line or mobile that you and students in your care, other staff members and visitors are safe.
- Stay where you are and supervise students at all the time.
- Do not attempt to go outside or send students to another area or back to their classes until situation pronounced "CLEAR"
- Ascertain that all students, staff and visitors are accounted for.