WHAT IS AN EMERGENCY?

An emergency is any event which endangers (or threatens to harm) the safety or health of any person or which destroys (or threatens to destroy or damage) property.

In case of an emergency: notify the Principal or person in charge.

The Principal will organise appropriate emergency services and CEOM Emergency Officer (Ph 0439642881).

When reporting an emergency to appropriate services give full details:

- Location of incident
- Nature of incident
- Persons involved
- Name of persons reporting incident
- Time of incident
- Contact phone number

If an emergency happens around you:

- Keep calm.
- Send for assistance.
- Notify Principal/Deputy Principal/Emergency coordinator.
- Follow procedures.

CHAIN OF COMMAND 2015

Philip Cachia – Principal
    ↓↓↓↓
Patrizia Rinaldo – Deputy Principal
    ↓↓↓↓
Melinda Karavias – POL 2
    ↓↓↓↓
William Sederino – POL 1
    ↓↓↓↓
ANNE EVANS – SW LEADER (Tuesday/Wednesday only)
    ↓↓↓↓
Maria La Rocca – LITERACY LEADER
    ↓↓↓↓
OTHER MEMBER OF STAFF (As nominated by the Principal)

Updated April 2015
EMERGENCY PROCEDURES
Roles and Responsibilities

Principal or Person in Charge:
• At the beginning of the year brief external providers about our DISPLAN procedure Eg. music teachers, new staff
• Assess the situation.
• Decide on the action to be taken.
• Notify the appropriate services.
• Inform the whole school of procedures to be followed.
• Meet at the predetermined, safe assembly areas.

School Officer (Admin):
• Take possession of vital office records Eg. Class lists, family detail folder
• Mobile Phone
• Children’s medical records and essential medicines
• First Aid kit
• Take possession of computer backup drive

Teachers:
• Prior to a DISPLAN it is necessary for the children to practice getting into alphabetical line order as this will assist in roll taking during an emergency procedure
• Teachers are advised to have a class list and pen by the door so that the CRT/LOTE teacher can ‘grab and go’ in case of an emergency
• Teachers are responsible for the group of children they are teaching at the time of the emergency. At the safe assembly area, classroom teachers take responsibility for their own class.
• Stay calm and keep children calm.
• Ensure all children in your care are accounted for.
• Move children to a safe, designated area.
• Children must sit in silence so that instructions can be heard
• Take class list with you.
• Call attendance roll (when assembled in a safe area).
• Report any missing child to the Principal or Person in charge.
• Remain with your class unless instructed by the Principal or person in charge to perform another task.

Students
• Stay calm and follow teacher directions.
• Walk briskly never run.
• Stay in lines when moving to safe areas.
• Keep quiet so that you can hear instructions.
• Keep alert and take the situation seriously.
• Sit down in your line at the assembly area.
• Keep quiet so that the roll can be called.

Staff other than Classroom Teachers:
• Gather at the basketball court and meet Deputy Principal.
• Deputy Principal will ask ancillary staff to go to different parts of the building/toilets to recheck that no child has been left behind

Updated April 2015
• After this is completed they will report back to the Deputy Principal
• As a group they will walk to the Emergency assembly point and report to the Principal

Moving to a Safe Area Procedure
Children must be familiar with the routine.
• Emergency siren will sound or message will be heard through the P.A system.
• Children line up and when directed, calmly begin to move to their designated safe areas.
• Before leaving the classroom ensure that:
  • Windows are closed.
  • All electrical appliances are turned off (lights, fans, computers, heating etc).
  • Collect class list.
  • Check withdrawal and storage rooms.
  • Check that all doors are closed not locked
  • No person should be allowed to return to the evacuated areas.

Assembly at the Safe Area
• Emergency Safe Area #1 – EASTERN SIDE BASKETBALL COURT – MIDDLE YARD
• Emergency Safe Areas #2 – CHURCH HALL
• Assemble in class groups
• Teachers check roll.
• Teachers notify Principal or person in charge if any child is not present.
• Principal or person in charge to organise a search if necessary.

Leaving the Building and going to the Safe Area
• **Room 1:** DOWNSTAIRS SOUTH (Bernadette) Exit classroom door and then proceed through the corridor door directly in front of your classroom.
  Alternative – Exit classroom and walk to library. Exit outside door near drinking taps and proceed to assembly area

• **Room 2:** DOWNSTAIRS SOUTH MIDDLE (Caitlin W) Exit classroom door and then proceed through corridor door directly in front of Room 3.
  Alternative- Exit classroom and walk to library. Exit out side door near drinking taps and proceed to assembly area

• **Room 3:** DOWNSTAIRS SOUTH (Carla) Exit classroom door and then proceed thought corridor door directly in front of your classroom.
  Alternative- Exit classroom and walk to library. Exit out side door near drinking taps and proceed to assembly area

• **Room 21:** UPSTAIRS SOUTH (Virginia) Exit classroom door and proceed downstairs to your right. At the end of the stairs exit the building through the glass doors opposite.
  Alternative - Exit classroom and walk north along the corridor, turn left outside room 25 and proceed to stairwell that leads to the office area. Exit building via main office entrance.

• **Room 22:** UPSTAIRS SOUTH MIDDLE (Chantelle) Exit door and proceed down stairs to your right. At the end of stairs leave building via glass door opposite Room 1.

Updated April 2015
Alternative - Exit classroom and walk north along the corridor, turn left outside room 25 and proceed to stairwell that leads to the office area. Exit building via doors in front of Room 1.

- **Room 23: UPSTAIRS SOUTH (Caroline)**
  Walk through Room 25/26 and exit via external staircase. Walk to assembly area. Alternative: Exit classroom and turn right (south) along upstairs corridor and walk down internal stairs outside Reading Recovery room. Exit building via middle playground glass doors.

- **Room 32 SENIOR SCHOOL (Melinda)** Exit classroom via Emergency fire escape
  Alternative: Walk past Room 31,30, go down stairs near staffroom. Walk past Centenary Centre to assembly point on middle yard

- **Room 31: SENIOR SCHOOL (Andrea)** Exit classroom via Emergency fire escape in Room 32
  Alternative: Walk past Room 30, go down stairs near staffroom. Walk past Centenary Centre to assembly point on middle yard

- **Room 30: SENIOR SCHOOL (Caitlin B)** Turn left out of classroom and proceed down staircase near staffroom. Exit external doors on western yard, walk past Centenary Centre to assembly point on Middle yard.
  Alternative: Turn left out of classroom and proceed through Visual Arts area to the stairs outside of Room 25/26

- **Room 27: UPSTAIRS NORTH (Robert)** Use staircase that leads down past the staffroom and then exit by the door outside of the school office. Walk directly to emergency assembly area.
  Alternative: Walk through Visual Arts area to the stairs outside of Room 25/26

- **Room 28- UPSTAIRS NORTH (Domenica)**
  Exit class turn left and proceed down stairs past administration block to emergency assembly area.
  Alternative: Exit class turn right and proceed to external door. Walk down stairs outside Room 25/26. Walk directly to emergency assembly area.

- **Room 29 – UPSTAIRS WEST (Meghann)**
  Exit class turn left and proceed down stairs past administration block to emergency assembly area.
  Alternative: Exit class turn right and proceed to external door. Walk down stairs outside Room 25/26. Walk directly to emergency assembly area.

- **Room 25 – UPSTAIRS NORTH (Rose)**
  Exit northern exit doors, down northern staircase to emergency assembly area
  Alternative: Exit internal doors to staircase near staffroom out onto western playground to emergency assembly area

- **Room 26 – UPSTAIRS NORTH (Clare)**
  Exit northern exit doors, down northern staircase to emergency assembly area
  Alternative: Exit internal doors to staircase near staffroom out onto western playground to emergency assembly area

- **Centenary Centre**
Updated April 2015
Exit from any of the four glass door exits and proceed to emergency evacuation area
Alternative: Exit glass doors and proceed down laneway to teacher car park

- **Library / V.I.C Centre**
  Exit from doors on the northern playground and proceed to emergency evacuation area
  Alternative: Exit door southern side of V.I.C Centre

  In the event that children are at Specialist classes, the Specialist teacher will take the class from their specialist teaching area and walk them to the basketball court where they will be handed over to their classroom teacher. The Specialist teacher will then report to the Deputy Principal in the middle of the basketball court for further instructions.

**Administration Staff:**
- Exit building via main entrance.
  Alternative - Exit building via staffroom / community room

**EMERGENCY LOCK DOWN OF THE SCHOOL**

**Situation 1**

If an emergency happens during a recess, the principal, person in charge, or teacher on duty will raise the alarm. At the sound of the emergency siren, the children will line up with the assistance of the duty teachers. All other staff will go immediately to the assembly area and organise their class. Orderly and swift movement of children is required. Once secure inside the building or classroom the class teacher will check the roll and inform the Principal or person in charge if a child is missing via the class intercom as well as if all children are present. Once in, the classroom the teacher will stay with the children and will not leave them for any reason whatsoever. Classroom door should be locked once above information is given. All ancillary staff should meet the Deputy Principal in the middle of the basketball court. The Deputy Principal will ask staff to check various parts of the building for children e.g. toilets, hallways. They will also lock all external doors. They then proceed to the school office to report their findings to the Principal. The Principal or person in charge will notify you when the emergency is over.

**Situation 2**

If an emergency happens during class time, the Principal or person in charge will raise the alarm. Teachers are to retain the children in their care. Any child working in a corridor, visiting the toilet, or delivering messages should return immediately to their classroom or to the area where their whole class is working. Teachers will check the roll and inform the Principal by way of the intercom (Press 1 CALL A to call the office) or person in charge if a child is missing. The teacher will stay with the children in his/her care and will not leave them for any reason whatsoever. All ancillary staff should meet the Deputy Principal in the middle of the basketball court. The Deputy Principal will ask staff to check various parts of the building for children e.g. toilets, hallways. They will also lock all external doors. They will then meet back in the middle of the basketball court and as a group proceed to the school office to report their findings to the Principal. The principle or person in charge will notify you when the emergency is over.

**Situation 3**

In the event that a class is in the playground doing Physical Education etc. and the DISPLAN siren goes off i.e. LOCK IN, the teacher in charge of that class will immediately move that class to the safety of the nearest building door and the take that class back to their classroom. Specialist teacher should then hand over the class to the classroom teacher within the safety of the classroom. Specialist teacher is then to report to Deputy who then becomes one of the ancillary staff.

**Situation 4**

If a class is in the Centenary Centre during a LOCK IN then they are to leave the Centenary Centre and enter the main building through the nearest accessible door.

*Updated April 2015*