

Disaster Management Plan

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TO BE PHOTOCOPIED AND PLACED IN ATTENDANCE ROLL

EMERGENCY EVACUATION (SUMMARY)

This procedure will be activated in the event of:

- a fire,
- an explosion in the school, street or nearby building,
- a bomb threat,
- internal hostage threat, OR
- an aeroplane crash.

EVACUATION WARNING

CONTINUOUS ELECTRIC BELL

OR

CONTINUOUS HAND BELL

OR

CONTINUOUS WHISTLE BLASTS

OR

STAFF WORD OF MOUTH

EVACUATION PROCEDURE

- Class teachers collect the roll.
- Immediately assemble all students in the class.
- Inform the students to, "**Follow me to the safe area**"
- Leave the school building using the safest planned route (see map).
- Assemble at the safe area (Specialists hand over to class teacher, only if present).
- Keep the students calm and together (preferably seated).
- Check student attendance against the roll.
- Report to the Assembly Warden [**name**]:
 - your arrival,
 - any missing persons, injuries and unusual circumstances.
- Continue to supervise the class.
- Await instructions.

EMERGENCY TELEPHONE NUMBERS

FIRE	000
POLICE	000
AMBULANCE	000
STATE EMERGENCY SERVICE	9696 6111
REGIONAL EMERGENCY OFFICE	9589 6266
ELECTRICITY	131280
GAS	132771
LOCAL COMMUNITY HEALTH CENTRE	9429 5477

EMERGENCY TELEPHONE NUMBERS

FIRE	000
POLICE	000
AMBULANCE	000
STATE EMERGENCY SERVICE	9696 6111
LOCAL COMMUNITY HEALTH CENTRE	9429 5477
ELECTRICITY	131280
GAS	132771
POISONS INFORMATION CENTRE	131126
REGIONAL EMERGENCY CENTRE	9589 6266

COUNTER-DISASTER PLAN

INITIAL RESPONSE OF THE PRINCIPAL

- Authenticate the nature of the disaster.
- In the case of a bomb threat or internal siege/hostage threat, refer to the checklists in the disaster management folder.
 - Bomb Threat:** page 30
 - Siege/Hostage:** page 32
- Activate either Plan 1,2 or 3 as appropriate.
 - Plan 1:** Evacuate page 12
 - Plan 2:** Stay Indoors page 19
 - Plan 3:** Fatality page 23

PLAN 1: EVACUATE

This procedure will be activated in the event of:

- a fire,
- an explosion in the school, street or nearby building,
- a bomb threat,
- a hostage threat, OR
- an aeroplane crash.

EVACUATION WARNING

CONTINUOUS ELECTRIC BELL
OR
CONTINUOUS HAND BELL
OR
CONTINUOUS WHISTLE BLASTS
OR
STAFF WORD OF MOUTH

SAFE AREAS

Either;

- the playground at the South of the school grounds, or
- the park on the corner of Main Street and High Street, or
- the parkland immediately to the North of the Local Community Health Centre

THE CONTROL CENTRE

- The general office area or, if this is unsuitable, an area designated by the Principal.

THE ASSEMBLY WARDEN

- The Assembly Warden is the **Assistant Principal**.
- The role of the Assembly Warden is defined under the heading of "**The Role of the Assembly Warden**" on page 6.
- If the Principal is absent on the day of a defined disaster, then;
 - the Assistant Principal shall assume the role of the Principal and
 - the Bursar, **[name]**, shall assume the role of the Assembly Warden.

PLAN 1: EVACUATE

THE ROLE OF THE ASSEMBLY WARDEN

- Collect the Displan folder, marked "Assembly Warden".
- Ascertain the locations of the Control Centre and the "safe area" from the Principal.
- Check the

Downstairs toilets	<input type="checkbox"/>
Administration area	<input type="checkbox"/>
Art/Craft room	<input type="checkbox"/>
Sick bay	<input type="checkbox"/>
Phys. Ed. Store	<input type="checkbox"/>
Teacher Aide's office	<input type="checkbox"/>
P/1 Area	<input type="checkbox"/>
P/1 Withdrawal room	<input type="checkbox"/>
Yr.2 & After School Care Area	<input type="checkbox"/>
Yr.2 Withdrawal room	<input type="checkbox"/>

 for overlooked students.
- Collect the first-aid back pack from the Assistant Principal's office.
- If the afternoon rolls have been delivered to the office, collect them.
- Proceed with the teachers to the designated "Safe Area".
- Check class attendance, class teacher attendance & Teacher/Librarian attendance on the checklist in the Assembly Warden folder (page 24).
- Record the names of unaccounted-for students (page 25).
- Record the names of unaccounted-for teacher aides and Canteen Manager (page 26).
- Send the lists of unaccounted-for students, classroom teachers, teacher/librarian, teacher aides and Canteen Manager with a Teacher Aide to the Principal at the Control Centre.
- Check the establishment of a First Aid Centre by the Teacher/Librarian **[name]**.
- Record the names of injured people and the nature of their injuries (page 27).
- Oversee the administration of First Aid.
- Await instructions from the Control Centre.

PLAN 1 : EVACUATE

THE ROLE OF THE CLASS TEACHER

- Collect the roll.
- immediately assemble all students in the class.
- Inform the students to, "**Follow me to the safe area**".
- Leave the school building using the safest planned route (page 31, map).
- Assemble at the safe area (Specialists hand over to class teacher).
- Keep the students calm and together (preferably seated).
- Check student attendance against the roll.
- Report to the Assembly Warden:
 - your arrival,
 - any missing persons, injuries and unusual circumstances.
- Continue to supervise the class.
- Await instructions.

PLAN 1: EVACUATE

THE ROLE OF ART, ESL, PHYS.ED. AND LOTE TEACHERS

- Immediately assemble all students in the class.
- Inform the students to, "**Follow me to the safe area**".
- Leave the school building using the safest planned route (page 36, map).
- Assemble at the safe area.
- Hand the class over to the class teacher.
- Ascertain the location of the Control Centre from the Assembly Warden.
- Report to the Principal at the Control Centre for instructions.

PLAN 1 : EVACUATE

THE ROLE OF THE TEACHER/LIBRARIAN

- Immediately assemble all students in the class.
- Inform the students to, "**Follow me to the safe area**".
- Leave the school building using the safest planned route (page 36, map).
- Assemble at the safe area.
- Hand the class over to the class teacher.
- Collect the first-aid back pack from the Assembly Warden (Assistant Principal or Bursar) and establish a First Aid centre.
- Await instructions.

PLAN 1 : EVACUATE

THE ROLE OF THE BURSAR

- Collect the mobile 'phone from the principal's desk.
- Safely dispatch any students in the foyer "Time Out" area to their teachers at the safe area.
- Notify the appropriate emergency services of the nature of the disaster.

FIRE	000
POLICE	000
AMBULANCE	000
STATE EMERGENCY SERVICE	9696 6111
LOCAL COMMUNITY HEALTH CENTRE	9429 5477
ELECTRICITY	131280
GAS	132771
- Notify the Governing Body of the nature of the disaster.

REGIONAL EMERGENCY CENTRE	9589 6266
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- Determine whether the Assembly Warden (Assistant Principal) is present at school.
 If not, collect the folder marked "**Assembly Warden**"
 and
 assume the role of the Assembly Warden (page 6)
 and
 ignore the following instructions on this page.
- Report to the Principal.
- Ascertain where the Control Centre and "Safe Area" are to be situated.
- Collect class lists and any unprocessed enrolment cards.
- Report to the Principal at the Control Centre.
- Await instructions.

PLAN 1: EVACUATE

THE ROLE OF TEACHER AIDES

- Assist class teachers to walk students to the safe area.

[name] 2/3/4 Area

[name] 5/6 Area

[name] P/1/2 Area

[name] P/1/2 Area

[name] P/1/2 Area

- Report to the Assembly Warden (Assistant Principal or Bursar) at the safe area.
- Assist class teachers to supervise students.
- Await instructions.

PLAN 1: EVACUATE

THE ROLE OF THE PRINCIPAL

- Activate the Evacuation Warning device available.
- Determine where the Control Centre and the "safe area" will be situated.
- Advise the Assembly Warden of the locations of the Control Centre and the "safe area".
- **In the absence of the school Bursar, safely dispatch any students in the foyer "Time Out" area to their teachers at the safe area.**
- **Check the upstairs toilets, the Staffroom, the Library, the multi-purpose room and the 2/3/4 and 5/6 Areas for overlooked students.**
- Ensure that the notification of the appropriate emergency authorities has been carried out (see Role of The Bursar; p. 10):

FIRE	000
POLICE	000
AMBULANCE	000
STATE EMERGENCY SERVICE	9696 6111
REGIONAL EMERGENCY CENTRE	9589 6266

- Check the attendance of the Art/Craft, ESL, Phys. Ed. and LOTE Specialist teachers at the Control Centre (page 29).
- Receive lists from the Assembly Warden of people who are unaccounted for or injured.
- Organise any action that may safely minimise threat to life or property.
- Switch off the electricity and gas, if possible:

ELECTRICITY	131280
GAS	132771
- Inform the cleaning staff of the nature of the disaster and their reaction to it:

CLEANERS	017 539 669 or 9326 3146
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- Await the arrival of the appropriate emergency services.
- Inform the emergency services of:
 - the nature of the disaster
 - any unusual circumstances
 - unaccounted-for people
 - injured people
 - the location of the "safe area"
- After consultation with the emergency services, decide on the re-occupation or dispersal of the students.
- Inform the Assembly Warden of the decision and carry it out.
- Organise a debriefing session to evaluate the plan.

PLAN 1: EVACUATE

THE ROLE OF THE CANTEEN MANAGER

- Turn off any gas and electric appliances
- Close any open windows.
- Leave the building by the nearest safe exit.
- Close doors behind you.
- Proceed to the Safe Area (Basketball court, High St. Park or North of the Community Health Centre).
- Report to the Assembly Warden (Assistant Principal).

PLAN 2: STAY INDOORS

This procedure will be activated in the event of:

- **External Toxic Emission;**
for example, a traffic accident involving a vehicle carrying dangerous chemicals;
- **External Hostage Threat;**
involving people at nearby residential or industrial properties;
- **Siege Threat;**
where people at school are directly threatened by a person or people outside the buildings;
- **A Serious Traffic Accident;**
in either High Street, Main Street, East Avenue or West Street.

CAUSE: EXTERNAL TOXIC EMISSIONS

PLAN 2: STAY INDOORS

THE ROLE OF TEACHERS

- Warning will be issued by the Public Address system or word of mouth.
- Teachers on APT collect their rolls and re-unite with their classes in their regular classroom.
- Classroom teachers conducting outside lessons return the class to their classrooms.
- Specialist teachers conducting outside lessons return the class to their regular classroom.
- Firmly close all external doors and windows.
- Check the presence of all students against the roll and keep the students indoors until otherwise notified.
- Specialist teachers locate themselves at the nearest telephone station.
- Teachers list any unaccounted-for students and any injured students.
- Teachers in classrooms send these lists to the Principal.

CAUSE: EXTERNAL HOSTAGE THREAT

PLAN 2: STAY INDOORS

THE ROLE OF TEACHERS

- Warning will be issued by the Public Address system or word of mouth.
- Teachers on APT collect their rolls and re-unite with their classes in their regular classroom.
- Classroom teachers conducting outside lessons return the class to their classrooms.
- Specialist teachers conducting outside lessons return the class to their regular classroom.
- Firmly close and **lock** all external doors and windows.
- Check the presence of all students against the roll and keep the students indoors until otherwise notified.
- Specialist teachers locate themselves at the nearest telephone station.
- Teachers list any unaccounted-for students and any injured students.
- A specialist teacher will collect these lists from the classroom teachers in their Areas and take them to the Principal.

CAUSE: SIEGE THREAT

PLAN 2: STAY INDOORS

THE ROLE OF TEACHERS

- Warning will be issued by the Public Address system or word of mouth.
- Teachers on APT collect their rolls and re-unite with their classes in their regular classroom.
- Classroom teachers conducting outside lessons return the class to their classrooms.
- Specialist teachers conducting outside lessons return the class to their regular classroom.
- Firmly close and **lock** all external doors and windows.
- Check the presence of all students against the roll and keep the students indoors until otherwise notified.
- Specialist teachers locate themselves at the nearest telephone station.
- Teachers list any unaccounted-for students and any injured students.
- A specialist teacher will collect these lists from the classroom teachers in their Areas and take them to the Principal.

CAUSE: A SERIOUS TRAFFIC ACCIDENT

PLAN 2: STAY INDOORS

THE ROLE OF TEACHERS

- Warning will be issued by the Public Address system or word of mouth.
- Teachers on APT collect their rolls and re-unite with their classes in their regular classroom.
- Classroom teachers conducting outside lessons return the class to their classrooms.
- Specialist teachers conducting outside lessons return the class to their regular classroom.
- Firmly close and **lock** all external doors and windows.
- Check the presence of all students against the roll and keep the students indoors until otherwise notified.
- Specialist teachers locate themselves at the nearest telephone station.
- Teachers list any unaccounted-for students and any injured students.
- A specialist teacher will collect these lists from the classroom teachers in their Areas and take them to the Principal.

PLAN 2: STAY INDOORS

THE ROLE OF THE PRINCIPAL

- Issue warnings by word of mouth or the Public Address system.
- Notify the appropriate emergency authorities:

FIRE	000
POLICE	000
AMBULANCE	000
STATE EMERGENCY SERVICE	9696 6111
REGIONAL EMERGENCY CENTRE	9589 6266
- Organise a thorough check of the school for overlooked students or teachers.
- Organise any action that may safely minimise threat to life or property.
- In the event of external toxic emissions;
 - switch off the central heating system
 - ensure that all external doors and windows are closed
- In the event of external siege or hostage threat;
 - ensure that all external doors and windows are **locked**
- Switch on the radio and monitor news bulletins.
- Await the arrival of the appropriate emergency services.
- Inform the emergency services of:
 - the nature of the disaster;
 - any unusual circumstances;
 - injured people.
- Inform the cleaning staff of the nature of the disaster and their reaction to it:

CLEANERS 017 539 669 or 9326 3146
- Make an appraisal of the welfare needs of the staff and students and make arrangements to cater for these. These may include:
 - refreshments;
 - temporary relief from supervision, using the wet-day timetable;
 - regular updates of the status of the situation.
- Keep all staff members regularly informed of situation changes.
- Organise a debriefing session to evaluate the plan.

PLAN 2: STAY INDOORS

THE ROLE OF THE ASSISTANT PRINCIPAL

- In the absence of the principal, assume the **Role of The Principal** (page 19).

Otherwise:

- Organise the teacher aides to account for missing and/or injured people using the accompanying checklists (pages 24 to 29).
- Establish a First-Aid centre.

PLAN 2: STAY INDOORS

THE ROLE OF TEACHER AIDES

- Report to the Assistant Principal.
- Receive instructions from the Assistant Principal to account for missing and/or injured people.
- Await further instructions

PLAN 2: STAY INDOORS

THE ROLE OF THE CANTEEN MANAGER

- Lock all external doors and windows.
- Report to the Assistant Principal.

PLAN 3: FATALITY

This procedure will be activated in the event of the sudden death of any person in the school grounds or building.

THE ROLE OF THE FIRST STAFF MEMBER ON THE SCENE

- Minimise any risk to self, bystanders and the school population
 - check for** electrocution
 - toxic fumes
 - attack
 - an unsafe physical environment
- In all instances, notify the principal immediately and request an ambulance.
Telephone: 000
- Apply appropriate techniques to revive the person until the ambulance arrives
see "**Treatment for Collapse**", page 35.

THE ROLE OF THE PRINCIPAL

- Ensure that an ambulance has been called.
Telephone: 000
- If the fatality occurred outside, Activate Plan 2, "**Stay Indoors**".
- If the fatality occurred inside and the cause places others at risk, Activate Plan 1, "**Evacuate**".
- Authenticate the fatality.
- Support resuscitation attempts.
- Ensure the dignity of the victim.
- Notify the regional emergency service.
Telephone: 9586 6266
- Organise a debriefing session.

CLASS, CLASS TEACHER & LIBRARIAN ATTENDANCE CHECK LIST

2016

	Teacher	Present	Absent	Unaccounted For
P/1/2	1st.Half			
	Jenny's class			
	Jenny			
	Pat's class			
	Pat			
	Terry's class			
	Terry			
	Tran's class			
	Tran			
	2nd Half			
	Jenny's class			
	Jenny			
	Terry's class			
	Terry			
	Tran's class			
	Tran			
	Vi's class			
	Vi			
2	1st Half			
	Helen's class			
	Helen			
	Janet's class			
	Janet			
	2nd Half			
	Janet's class			
	Janet			
	Kim's class			
	Kim			
2/3/4	Dale's class			
	Dale			
	Liz's class			
	Liz			
4/5/6	Georgina's class			
	Georgina			
	Kerry's class			
	Kerry			
	Mary's class			
	Mary			
Teach/Lib.	Jenny			

UNACCOUNTED-FOR STUDENTS

2016

AREA	TEACHER
P/1/2	1st. Half:
	JENNY
	PAT
	TERRY
	TRAN
	2nd. Half:
	JENNY
	TERRY
	TRAN
	VI
2	1ST Half:
	HELEN
	JANET
	2nd Half:
	JANET
KIM	
2/3/4	DALE
	LIZ
4/5/6	GEORGINA
	KERRY
	MARY

UNACCOUNTED-FOR TEACHER AIDES AND CANTEEN MANAGER

2016

Teacher Aide	Present	Absent	Unaccounted For
Annie			
Colleen			
Lim Lim			
Nghia			
Saltuk			

Canteen Manager	Present	Absent	Unaccounted For
Ourania			

NB: The above people are at school on the following days:

ANNIE Monday to Friday 8:50 to 3:30

COLLEEN Friday 12:00 to 6:00 p.m.

LIM LIM Every day, except Tuesday

NGHIA Full Time

OURANIA Monday to Thursday

SALTUK Full Time

INJURED PEOPLE

NAME	CLASS	NATURE OF INJURY
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**UNACCOUNTED-FOR ART, ESL, PHYS.ED., READING
RECOVERY & LOTE SPECIALIST TEACHERS**

1998

Teacher	Present	Absent	Unaccounted For
Pat 2 nd Half			
Kim 1 st . Half			
Filiz			
Norma			
Vi 1 st . Half			

NB: These specialists are at school on the following days:

FILIZ Full Time
 KIM Full Time
 NORMA Monday until 12:30
 PAT Full Time
 VI Full Time

BOMB THREAT CHECKLIST

GENERAL

1. Keep calm.
2. Record the following information.
3. Attempt to obtain all answers in sequence.
4. Ask all questions as this may enable you to complete other information required after the call is completed.

TIME RECEIVED

EXACT WORDS OF CALLER

.....

.....

.....

(When message is complete, ask caller to repeat important details)

ASK: WHAT TIME IS THE BOMB TO EXPLODE?

ASK: WHERE IS IT LOCATED?

ASK: WHAT DOES IT LOOKS LIKE?

ASK: WHY ARE YOU DOING THIS?

ASK: WHAT IS YOUR NAME?

RECORD TIME TERMINATED

DON'T HANG UP

LEAVE THE LINE OPEN AND HAVE THE CALL TRACED ON ANOTHER LINE USING ANOTHER HAND-SET

CALL 1100 TO HAVE THE CALL TRACED

To be completed after call finished and chief warden advised.

DESCRIPTION OF VOICE (tick box that refers)

- MALE FEMALE
- OLD MIDDLE AGED YOUNG
- CALM NERVOUS
- ACCENT: REFINED
ROUGH

SPEECH IMPEDIMENT? (Describe)

UNUSUAL PHRASES?

DID YOU RECOGNIZE THE VOICE? (other)

.....

BACKGROUND NOISE:

- MUSIC Type:
- RUNNING MOTOR Type:
- TRAFFIC Type:
- WHISTLES Type:
- HORNS Type:
- AIRCRAFT Type:
- BELLS Type:
- OTHER?

ADDITIONAL INFORMATION:

WHO DID THE CALLER ASK FOR?

DID HE/SHE SEEM FAMILIAR WITH THE BUILDING?

WHAT LINE DID CALL COME IN ON?

IS THIS A LISTED OR UNLISTED NUMBER?

SIGNATURE.....

DATE

SIEGE/HOSTAGE QUESTIONNAIRE

1. TIME REPORTED? BY WHOM?
2. EXACT LOCATION OF HOSTAGE INCIDENT?
.....
.....
3. NUMBER OF HOSTAGES?
4. NAME(S) OF HOSTAGES?
.....
.....
5. IF NAMES UNKNOWN: Height?
Sex?
Age?
Colouring?
6. NUMBER OF ASSAILANTS?
7. NOTABLE CHARACTERISTICS OF ASSAILANT(S)
.....
8. NUMBER OF WEAPONS?
9. DESCRIPTION OF WEAPONS
.....
10. MOOD OF ASSAILANT(S) e.g. Cool, irrational, nervous.
.....
11. ANY OTHER INFORMATION?
.....
.....

FIRST AID INFORMATION

POISONS INFORMATION CENTRE:

Tel.: 131126

BRUISES/SPRAINS

Immediate cold application. Place injured part under cold water, apply ice-pack for ten minutes, bandage firmly with a crepe bandage and rest injury.

BURNS

Run under cold water, apply ice-pack for ten minutes. If skin blisters, cover with dressing but DON'T use creams.

CARTILAGE

Sign: swelling at side of knee, knee may lock.

Treatment: as for bruises and sprains.

CUTS AND LACERATIONS

- Stop bleeding with direct pressure.
- Clean wound with running water.
- Clean with antiseptic solution and apply a dressing.
(scalp wounds bleed a great deal but direct pressure will stop it)

FAINTING

Warning: weakness, blurred vision, giddiness, nausea.

Signs: pale, cold clammy skin, shallow breathing, loss of consciousness, slow weak pulse.

Treatment: lie patient down with feet higher than head or put head between legs.

FRACTURES

Immobilise immediately with bandage, splint or sling.

HEAT EXHAUSTION

- Place person in a cool spot and apply tepid sponging.
- Fan person to evaporate the water.
- Give plenty of fluids.

NOSE BLEEDS

- Have head at normal height
- Hold soft part of the nose between the thumb and index finger constantly for five minutes.

POISONS

Swallowed poison: ring centre; **131126**
don't make patient vomit unless told to

Inhaled poison: get person to fresh air,
ring centre; **131126**

In the eye: flood with water held about 2" or 3" from the eye.
Get patient to blink as much as possible.
Ring centre. **131126**

SYRUP OF IPECAC will make patient vomit if told to do so.

SPLINTERS

Remove with tweezers or a needle sterilised in Dettol.

VOMITING/DIARRHOEA

Give patient small sips of water.