

2013 Emergency Management Plan for Dunkeld Consolidated School



Dunkeld Consolidated School
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It has been determined by State Government Departments that the Dunkeld Consolidated School is at high risk of fire danger and has been placed on a Bushfire At-Risk Register. Inclusion on this register is a trigger for school, kindergarten and child care facilities to close on days declared by fire authorities as being Code Red Days.

**The Dunkeld Consolidated School will be closed
and our school buses will not run on days
declared a **CODE RED** fire danger rating day.**

The process for school closure is as follows:

Where possible, up to three days' notice of a planned closure will be provided. Parents and carers should, however, expect that in some instances fewer than three days' notice may be provided. Once a final decision to close is confirmed at 12.00 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or child care centre is closed. Advice will be provided to you directly by our school. When a school or children's service is closed for bushfire, no staff will remain on site.

Bus routes passing through high-risk areas or routes operated by schools in high-risk locations will be closed on high-risk fire days. A school bus route will be closed if it has to pass through an area affected by fire even if the associated school is not affected by fire and remains open.

If a bus route is threatened by unexpected fire, the school will enact its local Emergency Management Plan.

Evacuation Plan

Reporting an Emergency

1. Students, parents or visitors will report an incident immediately to a member of staff.
2. Staff will report an incident to the Principal or Business Manager.
3. The Principal or Business Manager will immediately report the emergency to the emergency services Call 000 and
4. Inform Emergency Management Branch 9589 6266 of the nature of the emergency. ie "There is smoke in the building"
5. Seek advice from ESMU, Regional Office, or Local Government Area.

Alerting the School:

6. Students will be alerted by means of the repeated sounding of air horn and/or by voice. Hang "Do Not enter building" sign at the entrance door.

Steps for Evacuation

7. Using all available staff/volunteers calmly move/carry/walk the children out of the building to the pre-determined outdoor assembly area below:

Dunkeld Large Oval The alternate evacuation assembly area is the small oval.

8. From the office collect the children's attendance list, office diary (Visitors sign in), staff roster and the emergency/First Aid kit (Office Staff – Gaylene or Terrie)

Areas to check to ensure no people are left in building.

| Task | Responsible person | Replacement person |
|---|--------------------|--------------------|
| Girls' toilets | Ann | Pat |
| Boys' toilets | Ann | Pat |
| Staff toilet, sickbay, reading recovery, & room 1. Collect the first Aid Kit | Pat | Gaylene |
| Ring 000 & 95896266 | Gaylene | Pat |
| Take student attendance list, staff rosters & Diary | Gaylene | Pat |
| Hang "Do Not Enter" signs | Gaylene | Pat |
| Turn off gas | Pat | Rob |
| Canteen / Hall / Art room | Ann | Pat |
| Library | Anne | Dee Anne |
| All staff present | Pat | Rob |

Emergency to be coordinated from the Evacuation area.

9. Once at assembly area, check all children and staff are accounted for
10. Call 000 again and inform them of your location at the outdoor assembly area
11. Focus on safety and well-being of staff and children
12. Wait for Emergency Services to arrive or for further information.

Roles and Responsibilities

13. The Principal will be the coordinator (in the event that the Principal is absent the senior classroom teacher will take on this responsibility.)
14. The coordinator will manage the emergency from the Evacuation area. It may be necessary to delegate the management at the evacuation area to a teacher to allow the coordinator to liaise with Emergency Services.
15. The Coordinator will:
 - Assess the danger posed by the emergency
 - Identify affected parts of the school
 - Assess likelihood of the danger spreading
 - Consider affects of wind direction and the slope of the ground on the spread of smoke, toxic gases or liquids
 - Decide, upon the basis of this assessment, whether further evacuation is required
 - Alert staff and students of any changes
 - Evacuate staff, students and visitors to a safer location
 - Delegate duties to staff as required –supervise entrances to school.
 - Liaise with emergency services
 - Communicate with parents
 - Inform staff and students when it is safe to return to buildings
 - Consider staff and student welfare
 - Liaise with the media after advice from Region
 - Inform Emergency Management Branch

Teachers will:

- be responsible for the safe and orderly evacuation of students when instructed by the coordinator or upon sounding of the evacuation alarm
- If time permits turn off appliances, close doors and windows, collect roll from room
- Assume control of assigned class or be prepared to deputise for a grade/ form group teacher if they are absent
- Upon arrival at assembly area collect roll from Business Manager
- Mark Roll and report unexplained absences to coordinator. (Missing students are those students who are marked as being present in the school but have not reported to the evacuation area)
- Supervise students at all times
- Do not return to room unless instructed to do so by the coordinator
- Teachers not in charge of a class report to coordinator for allocation of duties

Students will:

- Stand quietly in class lines and await the teacher's instructions.
- If students are outside when the alarm is given they are to make their way to the designated assembly area.
- No student is to leave the school or evacuation area unless specific authorisation to do so has been issued by the coordinator. A record of such students is to be maintained on class rolls.

Alternative Locations

16. If the weather is extreme and the danger is from the outside the coordinator may instruct staff and students to evacuate to the library if it is safe to do so.

Relocation (off-site evacuation) plans e.g. Internal fire, Gas leak, Chemical spill, Bush fire, Bomb threat

OFF-site Evacuation Plan 1 Dunkeld Race Course

Initial Emergency Response Steps –

If required the students and staff Dunkeld CS can be relocated to the Dunkeld Race Course (500m from the school) it would take 5 minutes to walk.

School personnel may have similar roles in an off-site evacuation to an on-site evacuation.

After an off-site evacuation the school site may need to be inspected or cleared by relevant authorities before people return to the site.

Steps for Relocation

Principal (Incident Controller) assesses situation and seeks advice from:

- Regional Office
- ESMU
- Fire and Emergency Services agencies
- Note: In case of bushfires obtain more information at:
 - CFA website: www.cfa.vic.gov.au
 - DSE website - www.dse.vic.gov.au
 - Victorian Bushfire Information Line: 1800 240 667
 - AM 774 ABC Radio

Enact evacuation plan/sequence

Complete Important Locations Checklist

OFF-site Evacuation Plan 2 Dunkeld Hall or Anglican Church

Initial Emergency Response Steps –

If required the students and staff Dunkeld CS can be relocated to the Dunkeld Community Hall (Sterling Street) or the designated safer place at the Anglican Church corner of Wills and Sterling Streets Dunkeld whichever is more appropriate at the time. These venues 2km from the school it would take 30 minutes to walk but is preferable to use the school buses from the local Swan Hill Bus lines depot

School personnel may have similar roles in an off-site evacuation to an on-site evacuation.

After an off-site evacuation the school site may need to be inspected or cleared by relevant authorities before people return to the site.

Transport arrangements for an off-site evacuation should be planned in advance.

Steps for Relocation

Principal (Incident Controller) assesses situation and seeks advice from:

- Regional Office
- ESMU
- Fire and Emergency Services agencies
- Note: In case of bushfires obtain more information at:
 - CFA website: www.cfa.vic.gov.au
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Enact evacuation plan/sequence

Complete Important Locations Checklist

Ensure you have updated information on safe evacuation road routes and alternatives

OFF-site Evacuation Plan 4 – Hamilton (If instructed)

If required all Dunkeld Consolidated students could be bussed to Melville Oval Milton Street Hamilton this would take between 45mins – 1 hour.

School personnel may have similar roles in an off-site evacuation to an on-site evacuation.

After an off-site evacuation the school site may need to be inspected or cleared by relevant authorities before people return to the site.

Transport arrangements for an off-site evacuation should be planned in advance; contact the Local Emergency Management Committee (chaired by the Local Government).

Steps for Relocation

Principal (Incident Controller) assesses situation and seeks advice from:

Regional Office

ESMU

Fire and Emergency Services agencies

Note: In case of bushfires obtain more information at:

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DSE website - www.dse.vic.gov.au

Victorian Bushfire Information Line: 1800 240 667

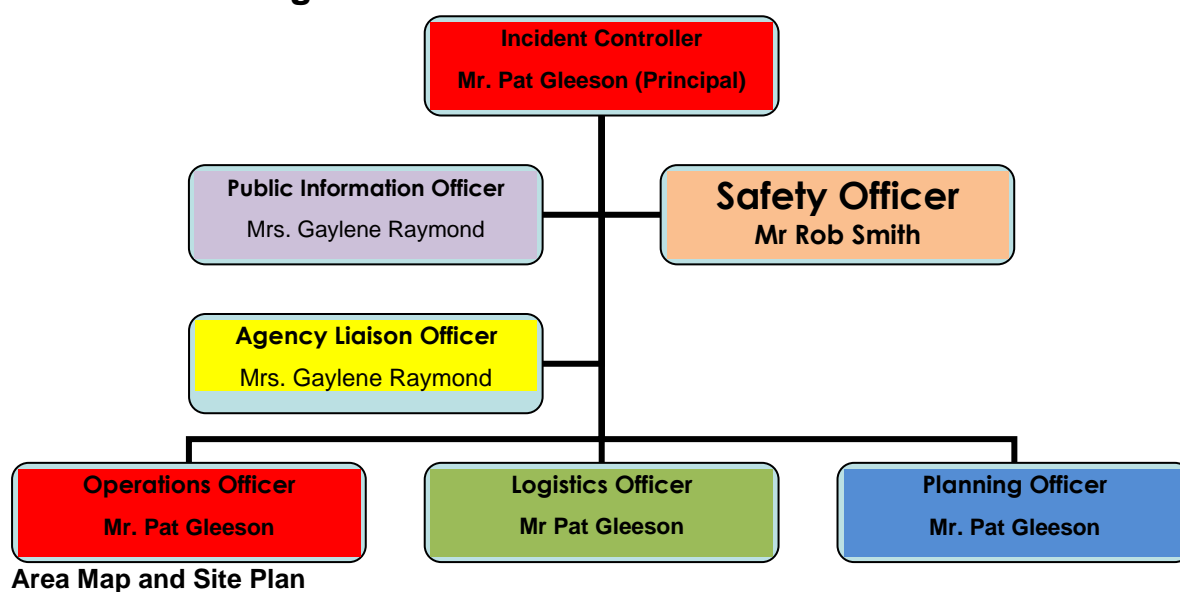
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Enact evacuation plan/sequence

Complete Important Locations Checklist

Ensure you have updated information on safe evacuation road routes and alternatives

Incident Management Team





Site Plans *with two designated assembly areas:*

Legend

Sheltering
In-Place Area
Exit
Point



Assembly
Area
Evacuation
Route



Dunkeld Campus



Main Oval

