

Specific Emergency Response Procedures

The following Specific Emergency Response Procedures are a selection from the Eltham East Primary School Emergency Management Plan. These procedures are provided as information to parents only regarding a select number of potential emergencies. Staff are referred to the complete Emergency Management Plan.

Specific Procedures	Procedure Instructions
Bushfires	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Report the emergency and evacuation to Incident Support and Operations Centre. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Identify which off-site assembly Point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to the identified off-site assembly Point. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • Once at the OFFSITE Evacuation assembly point, check 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. • Contact parents if required. • Maintain a record of actions/decisions undertaken and times. • Confirm with Emergency Service personnel that it is safe to return to normal operations. <p>Actions After Off-Site Evacuation Procedure</p> <ul style="list-style-type: none"> • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate the parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure any students, staff or visitors with medical or other needs are supported. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region (regional Manager, Operations and Emergency Management) if required. • Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required. • Complete Post Emergency Record
Building fire	<p>If it is unsafe for students, staff and visitors to remain in a school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • 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 the IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the identified on-site evacuation point, 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.

	<ul style="list-style-type: none"> • Report emergency to the Incident Support and Operations Centre. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit.
<p>Severe weather, storms and flooding</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • 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 Incident Support and Operations Centre • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system 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. • Ascertain (as possible) if all students, staff and visitors are accounted for. • Maintain a record of actions/decisions undertaken and times. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Contact parents as required. <p>Actions After Lock-Down Procedure</p> <ul style="list-style-type: none"> • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate the parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). • Ensure any students, staff or visitors with medical or other needs are supported. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region (regional Manager, Operations and Emergency Management) if required. • Undertake operational debrief to review the lock-down and procedural changes that may be required. • Complete your Post Emergency Record.