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Heads of School  
Administrative Office Staff  
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Students

## **School Details**

St Mary's Coptic Orthodox College  
19 – 35 Thorpdale Avenue  
Coolaroo, Victoria, Australia, 3048

Phone Number: 9302 2788  
Fax: 9302 2610  
Email: office@copticvic.org

Melway's Location: Map 7 A1

**Director:** Father Tadros Sharobeam

***Deputy Principals:***

**Primary** Mrs Susan Pitsas  
**Secondary** Mr Trevor Nye

## **School Access:**

**Main Access:** Thorpdale Ave, Coolaroo

**Secondary Access:** Marcus St, Coolaroo or Cnr Moyne Cres and Thorpdale Ave

## **Possible Emergencies**

- Major Transport Accident:  
Transporting students to and from school.  
On camps and Day excursions
- Other Accidents on: Student Transport.  
Camps and Excursions
- Unlawful Access to Students
- Missing Student
- Trapped Student
- Fire
- Toxic Emissions
- Wind/Storm
- Earthquake
- Poison Food Contamination





## **Administrative Staff**

### ***Record***

- Location of incident
- Nature of incident
- Number and names of those involved
- Name of person reporting emergency
- Time emergency was reported
- Phone contact if incident is remote from workplace

### ***Notify***

- Appropriate emergency services
- College Director
- Heads of School

### ***Commence***

- Evacuation to:  
School Exterior  
Ventor Crescent Park

## **Which emergency service to call:**

### ***Police***

- Fatality
- Assault / Sexual assault
- Bomb threat
- Siege / Hostage / Firearms
- Disappearance / Removal of student
- Collapse / Damage to building or equipment
- Motor Vehicle Collision / Impact in workplace
- Impact by Machinery / Equipment / Aircraft

### ***Doctor / Ambulance***

- Serious Injury
- Poison Intake

### ***Poison Information Centre***

- Poison Intake

### ***Fire Services***

- Fire in Building
- Grass or Bush land

- Toxic Emission
- Gas Leak
- Chemical Spillage

### ***State Emergency Service***

- Flood
- Severe storm
- Earthquake
- Cyclone

## **Assessing Danger in Emergencies**

### ***Administration***

#### ***1. Verify Report***

- Confirm the accuracy of the information
- Alert all staff and students
- Notify appropriate emergency services

#### ***2. Assess Danger***

- What happened?
- Can the situation get worse?

Where is it?

- Is it close enough to be a threat?
- Has the danger area been restricted?

How is the hazard behaving?

- Is it getting closer or moving away?
- Is it getting bigger or smaller?
- Is it moving quickly or slowly?
- Is it affected by weather conditions?

Who is at risk?

- Are people or property already involved?
- Are they likely to become involved?

#### ***3. Identify Safe Areas***

- Which areas and access routes cannot be used?
- Is it best to remain indoors or leave the building?
- How far does the danger area extend?
- Where should the assembly area be? {School exterior or Ventor Crescent Park }

#### ***4. Move to Safe Areas***

- Seal buildings if remaining indoors
- Communicate decisions to the school
- Implement procedures in the plan

#### **General Evacuation Procedure**

- Alarm is sounded
- Instructions will be given over the PA system if possible
- Teacher alerts students
- Teacher quickly assembles students and leaves room in an orderly manner
- Students do not take school bags
- Teacher directs students to assembly point

#### ***On leaving the teacher will:***

- Close connecting and external doors – do not lock
- Remove the Attendance Roll

#### ***On arriving at the Assembly Area:***

- Seat students
- Call Attendance Roll
- Notify secretary if anyone is missing

#### ***Classes in the care of support / subject teachers:***

- Teacher with the group or class should immediately evacuate to the Assembly area
- Teacher will call Attendance roll and notify secretary if anyone is missing
- Maintenance staff to check toilets and report to the office

**EMERGENCY PROCEDURES  
FIRE EXAMPLE**

**1** Assist anybody in immediate danger

**2** **RAISE THE ALARM**  
Notify the office and ensure that  
emergency services have been contacted

**3** Restrict the danger Area  
  
When instructed to do so:

**4** Evacuate to the nominated assembly area remaining clear of the danger area

**5** Remain at the assembly area  
Account for and supervise all students

**6** Fight the emergency only if safe to do so and if trained to use available equipment

**Building A  
Ground Floor**

<b>Room</b>	<b>Class</b>	<b>Exit 1 Primary Exit</b>	<b>Exit 2 Secondary Exit</b>
<b>40</b>	Computer Room	Room 47 external door	Room 28 external door
<b>47</b>	Classroom	External door	Room 28 external door
<b>28</b>	Classroom	External door	Room 47 external door
<b>41</b>	Staff Office	Room 47 external door	Room 28 external door
<b>48</b>	Classroom	External door	Room 29 external door
<b>29</b>	Classroom	External door	Room 48 external door
<b>31/32</b>	Science Laboratory Chemical Preparation Room	External door	Main entrance A2
	Uniform shop	Main entrance A2	Main entrance A1
<b>33</b>	Student Welfare Office	Main entrance A2	Main entrance A1
<b>34</b>	Sick Bay	Main entrance A1	Main entrance A2
<b>35</b>	Sick Bay	Main entrance A1	Main entrance A2
<b>36</b>	General School Office	Main entrance A1	Main entrance A2
<b>37</b>	Meeting Room	Main entrance A1	Main entrance A2
	Conference Room	Main entrance A1	Main entrance A2
<b>38</b>	Stairwell	External door	Eastern stairwell
<b>46</b>	Director's Office	Main entrance A1	Main entrance A2
	Lift Not to be used during emergencies.	Main entrance A1	Main entrance A2
<b>45</b>	Secondary Office	Main entrance A2	Main entrance A1
<b>59</b>	Bus Driver Office	Staff Room A2	Main entrance A1
<b>60</b>	Staff Room	External doors Main entrance A1	Main entrance A2
<b>58</b>	Women's Staff Toilets	Main entrance A1 Room 60 external door	Main entrance A2
<b>57</b>	Men's Staff Toilets	Main entrance A1 Room 60 external door	Main entrance A2
<b>56</b>	Computer System Office	Main entrance A1 Room 60 external door	Main entrance A2
	Shower	Main entrance A1 Room 60 external door	Main entrance A2
<b>44</b>	Photocopying Room	Main entrance A1	Main entrance A2
<b>55</b>	Assembly Area / Chapel	External doors Main entrance A1	Main entrance A2
<b>62</b>	Canteen Storage Room	External doors Main entrance A1	Main entrance A2
<b>51/53/54</b>	Science Laboratory	Main entrance A2	Main entrance A1

	Chemical Preparation Room		
<b>52</b>	Maintenance Office	External door	Nil
<b>49/50</b>	Boy's Toilet	External door	Girl's Toilet –Room 30 External door
<b>30</b>	Girl's Toilet	External door	Boy's Toilet-Rooms 49/50 External door

**Building A  
First Floor**

<b>Room</b>	<b>Class</b>	<b>Exit 1 Primary Exit</b>	<b>Exit 2 Secondary Exit</b>
<b>90</b>	Library	Stairwell eastern boundary External door	Stairwell western boundary External door
<b>89</b>	Library Workroom	Stairwell eastern boundary External door	Stairwell western boundary External door
	Lift Do not use lift during emergencies.	Do not use lift Stairwell eastern boundary	Do not use lift Stairwell western boundary
<b>87</b>	Equipment/machinery room	Stairwell eastern boundary	Stairwell western boundary
<b>86</b>	Unisex Toilets	Stairwell eastern boundary External door	Stairwell western boundary External door
<b>85</b>	Foyer	Stairwell eastern boundary External door	Stairwell western boundary External door
<b>61</b>	Stairwell Eastern Boundary	Stairwell eastern boundary External door	Stairwell western boundary External door
<b>38</b>	Stairwell Western Boundary	Stairwell western boundary External door	Stairwell eastern boundary External door

### Building B

<b>Room</b>	<b>Class</b>	<b>Exit 1 Primary Exit</b>	<b>Exit 2 Secondary Exit</b>
22	Technology / Chapel	Main entrance B1	External door
27	Primary Office	External door near main entrance B1	Opposite external door
21	Tuition Centre	Main entrance B2	Room 20 external door
20	Classroom	External door	Room 7 external door
19	Classroom	External door	Room 6 external door
14	Classroom	Room 19 external door	Room 6 external door
15	Specialist's Office	Room 6 external door	Room 19 external door
7	Classroom	External door	Room 20 external door
1	Literacy Classroom	External door	Nil
3	Classroom	External door	Nil
2	Classroom	External door	Nil
8	Classroom	External door	Main entrance B2
9	Classroom	External door	Main entrance B2
10	Classroom	External door	Main entrance B2
11	Boy's Toilet	External door	Main entrance B1
12	Classroom	External door	Main entrance B1
4	P.E Equipment Room	External door	Nil
5	Drama Room	External door	Nil
13	Classroom	External door	Main entrance B1
18	Classroom	Room 26 external door	Room 13 external door
17	Literacy Centre	Room 26 external door	Room 13 external door
26	Classroom	External door	Main entrance B1
25	Classroom	External door	Main Entrance B1
24	Girl's Toilette	External door	Main Entrance B1

### Building C

<b>Room</b>	<b>Class</b>	<b>Exit 1</b>	<b>Exit 2</b>
<b>74</b>	Classroom	Main entrance C2	Main entrance C1
<b>63</b>	Classroom	Main entrance C2	Main entrance C1
<b>75</b>	Classroom	Main entrance C2	Main entrance C1
<b>64</b>	Classroom	Main entrance C2	Main entrance C1
<b>67</b>	Staff Room	Main entrance C3	Main entrance C1
<b>65</b>	Classroom	Main entrance C1	Main entrance C3
<b>69/70/71</b>	Science Laboratory Chemical Preparatory Room Shower	Main entrance C1	Main entrance C3
<b>76</b>	Classroom	Main entrance C2	Main entrance C3
<b>66</b>	Classroom	Main entrance C2	Main entrance C3
<b>68</b>	Classroom	Main entrance C1	Main entrance C3
<b>78</b>	Boy's Toilets	Main entrance C3	Main entrance C1
<b>77</b>	Girl's Toilets	Main entrance C2	Main entrance C3
<b>80</b>	Classroom	Main entrance C1	Main entrance C3
<b>81/82/83/84</b>	Art Room Clay Room Storage Room	Main entrance C1	Main entrance C3

### **Director, Heads of Schools, Controllers Instructions**

- Ascertain nature and location of the emergency
- Proceed to the control point {reception} and ensure that the appropriate emergency service is notified
- Sound the alarm and co-ordinate evacuation
- Detail person to meet and direct emergency services
- Detail person to check storerooms, library, toilets etc
- Ensure that all staff are aware of the Assembly location, given the nature and location of the emergency and weather conditions
- Pass on all relevant information, regarding status of the emergency and progress of evacuation, to the responding emergency and weather conditions
- Pass on all relevant information, regarding status of the emergency and progress of evacuation , to the responding emergency service
- A floor plan location electrical switchboards, gas, isolating valves, sprinkler systems should be passed on emergency service

### **Teacher's Instructions**

*If an emergency involves your classroom in any way:*

- Evacuate the classroom using the safest planned route, closing doors as you leave  
Do not take school bags
- Ensure Administration, the Director and Heads of School are notified
- Accompany and supervise class at Assembly area
- Check attendance of students and report to administration
- Await instructions from Director and Heads of School

### **Administration / Office staff Instructions**

*When notified of an emergency the office will:*

- Telephone the appropriate emergency service giving details of the emergency and the address

- Using the PA system state location of emergency to all staff at the direction of the Director
- Notify the Heads of School
- Make public address announcements as required by the person in charge
- Remain at the control point {reception} as long as it is safe to do so and evacuate with the person in charge

### **Student's Instructions**

On hearing the evacuation signal you are to:

- Listen to teacher's instructions
- Walk to assemble area and remain there until further instructions  
Do not run, shout or take school bags
- If the alarm sounds during recess or lunch time go directly to assembly area unless otherwise directed
- Listen to any announcements and instructions

### **Procedures for Possible Disasters**

#### ***Major Transport Accident***

- Assess damage and injuries
- Evacuate school buildings if appropriate
- Notify police
- Evacuate school grounds if directed by police
- Notify ambulance service if necessary
- Render first aid if required and safe to do so

### ***Traffic Accident whilst on Excursion or Camp***

Whilst no evacuation procedures are required, the following procedures should be carried out by personnel back at school in case of a traffic accident away from school.

#### ***Teacher in charge of the excursion***

- Obtain a class list from the Office of children on the excursion
- Determine whether there are brothers or sisters in any other grade / year level
- Determine how the family usually goes home
- If near home time keep brothers/sisters of injured in class until collected by parents/relatives
- Do not leave school until all children have been collected

#### ***Director/ Heads of School***

- Inform by phone all parents of injured students on the excursion naming hospitals and giving accident details
- Inform by phone all parents of uninjured students on the excursion of the accident details
- Organise all parents of uninjured students on the excursion to collect if possible uninjured students and their siblings from a school point

### ***Accident whilst on a Day Excursion***

#### ***Teachers***

- Inform the Director/Heads of School of the accident and state its severity and if ambulance/doctor is required
- Ring the ambulance if required immediately. One teacher must accompany child in the ambulance and ring school on arrival at the hospital
- Parents will be informed by school giving any assistance if necessary
- Injury book must be filled on return to school
- Teacher must complete an incident report to be placed in student's file

## ***Accident whilst on Camp***

### ***Teacher in charge***

*If an accident occurs on a live in Camp the designated teacher in charge should estimate the severity of the accident*

- Use normal first aid
- If the student is unconscious after a fall, do not move
- Ring an ambulance and one teacher accompanies student to hospital if necessary
- Take student to the nearest doctor if not too severe
- On arrival at the hospital or after attending doctor's surgery ring Director or Heads of School
- After recommendations from the Director or Heads of School ring the parents and give full details. Make sensible recommendations
- Keep Director and Heads of School informed
- Fill in injury book upon returning to school
- Complete incident report and place in student's file

## **Unlawful Access of Students**

- All teachers are to be familiar with those students considered at risk
- Information about the students should not be given over the phone
- Refer any person to the Director/Heads of School or Student Welfare coordinator before allowing access to any child
- In the event of a student being taken unlawfully from the school notify:
  - Director
  - Heads of School
  - Student Welfare Coordinator
  - Parents/Guardian
  - Police

### ***Missing Student***

- Notify the Director/Heads of Schools immediately
- Consult peers
  - Possible whereabouts
  - Description of clothing
  - Emotional state of the child when last seen
- Notify the Police
- Notify parents/guardian
- Have a photo of the student ready

### ***Trapped Person***

- Notify State Emergency Services
- Keep area clear
- Secure any structural damage if safe/possible
- Render First Aid if safe

### ***Fire***

#### ***Response sequence***

- Check the source of the fire – rescue any person in immediate danger
- Keep everyone away from the fire
- Call the fire brigade
- Evacuate the immediate area or whole school
- Try to put out the fire but only if it can be done safely
- Await instructions from the police or fire brigade for further action
- Do not return to the building until told to do so

#### ***Remember***

- If smoke is present crawl to the nearest exit

- Students should not attempt to fight the fire
- If clothes catch fire;

STOP where you are  
 DROP to the floor  
 Roll to smother the flames

### ***Toxic Emissions***

#### ***Within the school area***

- When alerted ascertain the source of the disaster
- Evacuate the school buildings to a point well away from the source of the disaster- not downwind
- Call Fire Brigade- if problem is limited to school grounds
- Call Police – if problem goes beyond school grounds

#### ***Outside the immediate school area***

*If the emission is outside the immediate school area:*

- Close all doors and windows
- Check corridor doors are closed
- Remain inside until told to leave

#### ***Chemical Hazards within the science room***

*Covered in a separate document which is attached.*

#### ***Wind/Storm***

- At first warning tune to a radio
- Ensure everyone remains indoors
- Secure doors – board or tape windows
- Store loose articles inside
- Remain tuned to your radio until the disaster situation has passed and follow any emergency instructions broadcasted by an emergency agency

- Do not allow any one to venture outside unless the area is free from debris and fallen power lines – alerted by emergency authorities
- If emergency weather conditions arise without warning, students must be kept at school where all possible measures will be taken for their safety

### ***Earthquakes***

#### ***If an earthquake occurs when students are indoors:***

- Get everybody under desks, tables or a door frame
- Ensure no one leaves the building
- Tune to a radio until the disaster situation has passed and follow any emergency instructions broadcast by a recognized emergency agency

#### ***When tremor has subsided:***

- Move everyone clear of power lines, buildings and trees. Evacuate to the safety area designated by the person in charge
- Follow any further emergency instructions that may be broadcast
- Ensure buildings are safe before allowing anyone to enter

#### ***If the earthquake occurs when students are outdoors:***

- Move everyone away from power lines and buildings to the evacuation area on the oval

#### ***When tremor has subsided:***

- Tune to radio and follow any emergency instructions
- Ensure buildings are safe before allowing anyone to enter
- Await instructions from the person in charge

### ***Aircraft Impaction***

- Determine where the aircraft has hit
- Inform the relevant emergency services
- Evacuate to the oval or Ventor Crescent Park dependent on where the scene of impaction is

### ***Poison/Food contamination***

- Assess the extent – number of people involved
- Identify possible substances consumed
- Director/Heads of School to make contact with:  
Poison's Information Centre - Ambulance
- Notify parents/guardian
- Notify Food Safety Coordinator  
If possible collect samples of the substances concerned – food, drink and vomit for testing and identification

### ***Bomb Threat***

- Notify the police
- Evacuate to an open area
- Wait for instructions from the police
- Fill out Bomb Threat Check list – see following pages
- Leave your end of the line open – a call can be traced even if the other end has been closed
- On another line call the Telstra Office on 132000
- Once the call has been traced {which may take from a few minutes to a couple of hours} ensure that all information is passed on to the police

**Bomb Threat Checklist**

**Instructions**

- 1. Keep calm**
- 2. Record the following information**
- 3. Attempt to obtain answers to all questions**
- 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

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When message is complete ask the caller to repeat important detail

Ask the following:

At what time is the bomb set to explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why is she/he doing this? \_\_\_\_\_

What is his/her name? \_\_\_\_\_

Record the time the call is terminated? \_\_\_\_\_

**DO NOT HANG UP  
LEAVE LINE OPEN  
ALERT TELECOM SECURITY ON ANOTHER LINE  
132 000**

***Bomb Threat Report***

***Complete after the call is finished***

Description of voice:

Male	Calm	Young	Accent
Female	Nervous	Middle Aged	Refined
Rough	Automated		

Speech Impediment – Describe \_\_\_\_\_

Unusual phrases \_\_\_\_\_

Did you recognize the voice? \_\_\_\_\_

Other \_\_\_\_\_

Background noise:

Music	Running motor-type	Traffic	
Whistles	Horns	Aircraft	Bells

Additional information:

Who did the caller ask for? \_\_\_\_\_

Did he/she seem familiar with the building? \_\_\_\_\_

What line did the call come in on? \_\_\_\_\_

Is this a listed or unlisted number? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### *Siege/Hostage*

- Confirm all facts by personal observation or by a second information source
- Contact police
- Evacuate if advised by police and as advised by police
- Ensure students do not move into areas of direct danger
- Assemble personnel with a direct knowledge of events
  - Interior layout/topography
  - The hostage/s or The assailant/s
- Cooperate with and assist police as necessary
- Attempt to fill in siege/hostage checklist

*Siege/Hostage Check List*

*Please attempt to answer all questions*

Time reported \_\_\_\_\_

By whom \_\_\_\_\_

Exact location of hostage incident \_\_\_\_\_

\_\_\_\_\_

Number of hostage/s \_\_\_\_\_

Name of hostage/s \_\_\_\_\_

\_\_\_\_\_

If name unknown:           Height \_\_\_\_\_

Sex \_\_\_\_\_

Age \_\_\_\_\_

Colouring \_\_\_\_\_

Number of assailants \_\_\_\_\_

Noticeable characteristics \_\_\_\_\_

Number of weapons \_\_\_\_\_

Description of weapons \_\_\_\_\_

Mood of assailant, eg cool, irrational, nervous \_\_\_\_\_

\_\_\_\_\_

Any other information \_\_\_\_\_

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