



6.7 CRITICAL INCIDENT MANAGEMENT PLAN JANUARY 2005

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 Heads of School
 Administrative Office Staff
 School Officers – (Maintenance and canteen staff]
 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: office3@copticvic.org

Melway's Location: Map 7 A1

Director: Father T. Sharobeam

Heads of School:

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

Emergency Action

Staff

- Keep Calm – Students behaviour will be greatly determined by your example
- Assist anybody in immediate danger
- Notify Administration of emergency
- Fight the emergency only if safe to do so and if trained to use available equipment
- Restrict the danger area
- Listen Carefully to all instructions – These may be relayed via the school's P.A. system
- Proceed to evacuation areas taking your Attendance Roll
- Account for and supervise all students
- Do not collect bags
- Know precisely all details associated with Emergency Management and Critical Incident Plan

Evacuation Points

When an evacuation is required all classes are to assemble on the oval area near Moyne Crescent.

When necessary to evacuate to a point outside the school grounds the assembly area is the park on Venter Crescent. Refer to following maps for routes to park

- All students and staff in building A to exit via main gates on Thorpdale Avenue
- All students and staff in building B to exit via car park on Marcus Avenue
- All students and staff in building C to exit via double gates on oval at corner of Thorpdale Avenue and Moyne Crescent

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**

Room	Class	Exit 1 Primary Exit	Exit 2 Secondary Exit
40	Computer Room	Room 47 external door	Room 28 external door
47	Classroom	External door	Room 28 external door
28	Classroom	External door	Room 47 external door
41	Staff Office	Room 47 external door	Room 28 external door
48	Classroom	External door	Room 29 external door
29	Classroom	External door	Room 48 external door
31/32	Science Laboratory Chemical Preparation Room	External door	Main entrance A2
	Uniform shop	Main entrance A2	Main entrance A1
33	Student Welfare Office	Main entrance A2	Main entrance A1
34	Sick Bay	Main entrance A1	Main entrance A2
35	Sick Bay	Main entrance A1	Main entrance A2
36	General School Office	Main entrance A1	Main entrance A2
37	Meeting Room	Main entrance A1	Main entrance A2
	Conference Room	Main entrance A1	Main entrance A2
38	Stairwell	External door	Eastern stairwell
46	Director's Office	Main entrance A1	Main entrance A2
	Lift Not to be used during emergencies.	Main entrance A1	Main entrance A2
45	Secondary Office	Main entrance A2	Main entrance A1
59	Bus Driver Office	Staff Room A2	Main entrance A1
60	Staff Room	External doors Main entrance A1	Main entrance A2
58	Women's Staff Toilets	Main entrance A1 Room 60 external door	Main entrance A2
57	Men's Staff Toilets	Main entrance A1 Room 60 external door	Main entrance A2
56	Computer System Office	Main entrance A1 Room 60 external door	Main entrance A2
	Shower	Main entrance A1 Room 60 external door	Main entrance A2
44	Photocopying Room	Main entrance A1	Main entrance A2
55	Assembly Area / Chapel	External doors Main entrance A1	Main entrance A2
62	Canteen Storage Room	External doors Main entrance A1	Main entrance A2
51/53/54	Science Laboratory Chemical Preparation Room	Main entrance A2	Main entrance A1
52	Maintenance Office	External door	Nil
49/50	Boy's Toilet	External door	Girl's Toilet –Room 30 External door
30	Girl's Toilet	External door	Boy's Toilet-Rooms 49/50 External door

**Building A
First Floor**

Room	Class	Exit 1 Primary Exit	Exit 2 Secondary Exit
90	Library	Stairwell eastern boundary External door	Stairwell western boundary External door
89	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
87	Equipment/machinery room	Stairwell eastern boundary	Stairwell western boundary
86	Unisex Toilettes	Stairwell eastern boundary External door	Stairwell western boundary External door
85	Foyer	Stairwell eastern boundary External door	Stairwell western boundary External door
61	Stairwell Eastern Boundary	Stairwell eastern boundary External door	Stairwell western boundary External door
38	Stairwell Western Boundary	Stairwell western boundary External door	Stairwell eastern boundary External door

Building B

Room	Class	Exit 1 Primary Exit	Exit 2 Secondary Exit
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

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

