Mount Riverview Public School

Emergency Plans – Bushfire, Evacuation & Lock Down

August 2008

Emergency Plan – Bush Fire

**Signal:** Continuous intermittent sounding of the electric hooter by the Principal, School Assistant or member of the Executive. The all clear is an intermittent electric hooter.

**Responsibilities of the Class Teacher**

- (If necessary) inform the Principal of emergency
- Carry out evacuation procedure, take your class roll with you
- Assemble in the assembly hall in class lines
- Do a safety check of your children
- Check your class roll when assembled
- Remain with class – await further instructions from the school principal. Do not allow students to leave your class area for any reason
- Teachers are to track student movement

**Responsibilities of School Office Staff**

- Sound alarm if Principal or Executive are unable to do so
- Take a first aid kit from the office and bring it to the class assembly area
- Take class lists to assembly area if alarm is sounded during recess or lunch.
- Prepare to phone emergency services
- Check that all office staff is accounted for
- Respond to calls appropriately

**Responsibilities of the Principal**

**Principal’s Mandatory Responsibilities**

- Inform all staff of evacuation procedures
- Keep parents and community informed of evacuation procedures
- Ensure regular drills take place
- Keep procedures updated
- Keep procedures clearly posted in all buildings
- Ensure that office staff is informed of treating all media and parent enquiries

**Principal’s Responsibility**

- Responsible to see that the alarm is sounded
- Notify emergency services
- Contact District Office
- Check playground, hall and senior toilets
- Respond to directions from the head of emergency services
- Deal with the media
**Principal’s Post Responsibilities**

- Possible support or counselling for students and staff
- Debrief
- Evaluate and review procedures
- Provide first aid as needed

**Information for Parents**

- Child can only be removed from the school if the authorities, (police, bushfire brigade officer, etc) deem that it is safe to do so
- Any parent has the absolute right to remove their own child/children from the school if the appropriate authorities deem it safe to do so
- No person may remove any other child from the school without written permission of the child’s parent or caregiver
- Removal with written consent is allowed to facilitate families/neighbours without transport
- Teachers will record with whom the child has left and the time
- All students will be kept in school under direct, constant supervision until after the danger period, when the all clear is given, even if the time is after 3:00pm
- Under extreme conditions students who normally travel by bus will be detained at school under supervision until after the danger period
- The school will be in direct contact with official fire officers and their requests and advice will be followed
- Parents are requested not to phone the school seeking information as it makes emergency communication impossible and can add to unrest within the school

**Revised**  
**February 2011**
Emergency Plan – Lock Down Procedures

Reason: Kidnapping, unwanted intruders, terrorist activity

Signal: Continuous ringing of bell
All Clear: Signal Bell

Prearranged Refuge Area: Regardless of where and the time of day, the children will either stay or go to their classrooms until the all clear sounds.

Responsibilities of the Class Teacher

- Inform the Principal or Executive of the emergency

If children are out in the playground

- Ensure that all children return to the nearest school building
- Check roll to make sure all children have returned
- Lock windows and pull down blinds
- Close and lock doors
- Sit children on the floor
- Keep staff and children away from windows
- Keep children calm
- Remain with the class until all clear has been sounded
- Teachers are not to release students to parents during lock down

If children are in their classrooms

- Check roll to make sure all children have returned
- Lock windows and pull down blinds
- Close and lock doors
- Sit children on the floor
- Keep staff and children away from windows
- Keep children calm
- Remain with the class until all clear has been sounded
- Teachers are not to release students to parents during lock down

Responsibilities of School Office Staff

- Check that all office staff is accounted for
- Respond to calls appropriately
- Make sure all first aid kits are on hand

Responsibilities of the Principal

Principal’s Mandatory Responsibilities

- Inform all staff of lock down procedures
- Keep parents and community informed of lock down procedures
- Ensure regular drills take place
- Keep procedures updated
- Keep procedures clearly posted in all buildings
• Ensure that office staff is informed of treating all media and parent enquiries

**Principal’s Responsibility**

• Responsible to see that the alarm is sounded
• Notify emergency services
• Contact District Office
• Check playground, hall and senior toilets
• Respond to directions from the head of emergency services
• Deal with the media

**Principal’s Post Responsibilities**

• Possible support or counselling for students and staff
• Debrief
• Evaluate and review procedures
• Provide first aid as needed

**Information for Parents**

• Child can only be removed from the school if the authorities, (police, bushfire brigade officer, etc) deem that it is safe to do so
• Any parent has the absolute right to remove their own child/children from the school if the appropriate authorities deem it safe to do so
• No person may remove any other child from the school without written permission of the child’s parent of caregiver
• Removal with written consent is allowed to facilitate families/neighbours without transport
• Teachers will record with whom the child has left and the time
• All students will be kept in school under direct, constant supervision until after the danger period, when the all clear is given, even if the time is after 3:00pm
• Under extreme conditions students who normally travel by bus will be detained at school under supervision until after the danger period
• The school will be in direct contact with official fire officers and their requests and advice will be followed
• Parents are requested not to phone the school seeking information as it makes emergency communication impossible and can add to unrest within the school

**Revised**

**February 2011**
Emergency Plan – Internal Fire, Bomb Threat, Explosion, Gas or Chemical Fire

Signal: Continuous intermittent sounding of the electric hooter by the Principal, School Assistant or member of the Executive. The all clear is an intermittent electric hooter.

Responsibilities of the Class Teacher

- (If necessary) inform the Principal of emergency
- Carry out evacuation procedures, take your class roll with you
- Assemble on the far oval in class lines
- Do a safety check of your children
- Check your class roll when assembled
- Remain with class – await further instructions from the school principal. Do not allow students to leave your class area for any reason
- Teachers are to track student movement

Responsibilities of School Office Staff

- Sound alarm if Principal or Executive are unable to do so
- Take a first aid kit from the office and bring it to the class assembly area
- Take class lists to assembly area if alarm is sounded during recess or lunch.
- Prepare to phone emergency services
- Check that all office staff is accounted for
- Respond to calls appropriately

Responsibilities of the Principal

Principal’s Mandatory Responsibilities

- Inform all staff of evacuation procedures
- Keep parents and community informed of evacuation procedures
- Ensure regular drills take place
- Keep procedures updated
- Keep procedures clearly posted in all buildings
- Ensure that office staff is informed of treating all media and parent enquiries

Principal’s Responsibility

- Responsible to see that the alarm is sounded
- Notify emergency services
- Contact District Office
- Check playground, hall and senior toilets
- Respond to directions from the head of emergency services
- Deal with the media

Principal’s Post Responsibilities

- Possible support or counselling for students and staff
- Debrief
- Evaluate and review procedures
- Provide first aid as needed
Information for Parents

- Child can only be removed from the school if the authorities, (police, bushfire brigade officer, etc) deem that it is safe to do so
- Any parent has the absolute right to remove their own child/children from the school if the appropriate authorities deem it safe to do so
- No person may remove any other child from the school without written permission of the child’s parent of caregiver
- Removal with written consent is allowed to facilitate families/neighbours without transport
- Teachers will record with whom the child has left and the time
- All students will be kept in school under direct, constant supervision until after the danger period, when the all clear is given, even if the time is after 3:00pm
- Under extreme conditions students who normally travel by bus will be detained at school under supervision until after the danger period
- The school will be in direct contact with official fire officers and their requests and advice will be followed
- Parents are requested not to phone the school seeking information as it makes emergency communication impossible and can add to unrest within the school

Revised
February 2011