EMERGENCY PROCEDURES MANUAL

As per Australian Standards AS3745-2002

Oakleigh Grammar

77-81 Willesden Rd
Oakleigh Vic 3166
Ph: 03 9569 6128

EMERGENCY

TABLE OF CONTENTS

CONTENTS

DEFINITION OF AN EMERGENCY

The word 'Emergency' is used to encompass a range of events that could otherwise be described as an incident, accident, catastrophe, or disaster. An 'Emergency' therefore embraces a range of terms frequently used to describe hazardous events that threaten the safety of people, property or the environment.

Emergency Situations

An emergency would usually result from the threat or impact of any of the following:

- Fire or Explosion in the Building
- Bomb Threat
- Vehicle Accident
- Fumes/Spill/Leak/Contamination by Hazardous material
- Damage to Buildings or Equipment
- Earthquake/Collapse/Storm Damage
- Fire in Adjacent Premises/Complex
- Civil Disorder
- Medical Emergencies
- Other Internal/External Emergencies

Note: Any of the above emergencies could necessitate either a "Full" or "Partial" evacuation of the building.

These Emergency Procedures are designed to assist all staff in dealing with any emergency. When following these procedures, the first priority is the safety of people i.e. staff and visitors. If safe to do so, ensure protection of records, property and other assets.

Emergency Team at your Site

In the event of an emergency situation, 'all occupants' may have to be evacuated from the building or site. To facilitate this, an Emergency Team, consisting of 'Wardens', drawn from staff has been set up.

Wardens

Should be aware that their primary duty is not to combat emergencies, but to ensure, as far as is practicable, the safety of occupants and their orderly evacuation from a hazardous area.

Authority of Wardens

All directions given by Wardens in respect to evacuating the building 'SHALL' be obeyed in full. **If any such directions given by wardens are inconsistent with those of management, the direction of the Warden shall prevail.**

Warden Indemnity

Wardens shall **NOT** be held legally liable (including liability for negligence) as a result of any act or omission on their part during the course of an emergency evacuation (or practice emergency evacuation) of the buildings, when they act in good faith and in the course of their duties.

Staff

Staff means: Teachers, Learning Assistants, Management, Administrative personal and Maintenance personal.

Directions

Direction to Wardens

Wardens are to ensure that they are familiar with these procedures, and make them available to all staff and members of their team.

Directions to Staff

All staff members must be aware of the location of all fire equipment, method of notification of an emergency, and emergency exits within or near their area.

Staff must also familiarise themselves with the route to, and location of the Assembly Area's external to the buildings. (Emergency Point A and B as well as the Oakleigh Football Ground)

The effectiveness of these procedures depends on the willingness of staff at all levels to make themselves aware of the immediate actions they must take in an emergency, so that they are capable of acting promptly, calmly and efficiently.

Oakleigh Grammar will provide training in emergency procedures to all staff, and site emergency team. Including at least bi-annual evacuation drills(2 per year) and bi-annual lock downs (2 per year).

Class Rolls

HGT/Subject teachers must ensure the class roll is kept updated on XUNO.

At the time of an emergency evacuation Class Rolls will be provided by the Personal Assistants to the Deputy Principals for handing out to relevant teachers.

These will be crossed match against the current online status of XUNO.

EMERGENCY COLOUR CODES

The following emergency colour codes will be used in this Emergency Procedures Manual as per AS4083-1999

	RED	**FIRE / SMOKE**
	ORANGE	**BUILDING EVACUATION**
	YELLOW	**INTERNAL EMERGENCY** **BUILDING SYSTEM FAILURE** **STRUCTURAL FAILURE** **SERVICES FAILURE**
	BLUE	**MEDICAL EMERGENCY**
	BROWN	**EXTERNAL EMERGENCY**
	PURPLE	**BOMB THREAT**
	BLACK	**PERSONAL THREAT** **armed or unarmed hold up** **aggression / confrontation** **hostage**

For "ALL CLEAR"
The relevant colour code should be stated followed by "ALL CLEAR"

SITE INFORMATION

ADDRESS:	77-81 Willesden Road Oakleigh Vic 3166
SECURITY SERVICE:	ADAC Security
PRINCIPAL:	Mark Robertson
CONTACT PHONE:	(03) 9569 6128
BUILDING DESCRIPTION: **(NUMBER OF FLOORS)**	Administration, Junior and Senior School Buildings (Ground and First Floors) Middle School (Ground Floor) / Assembly & Conference Centre (Top Floor) Early Learning Centre – (Ground Floor) Gymnasium (Ground and Mezzanine Floors)
OPENING HOURS :	8.00am to 6:00pm Monday to Friday
LOCATION OF EXIT POINTS:	Refer site plan
LOCATION OF FIRE EXTINGUISHERS:	Refer site plan
LOCATIONS OF HAZARDOUS MATERIALS:	Refer hazardous substance register (OH&S Folder located under fire panel at Administration Building entrance) Cleaner's room/cupboards
ASSEMBLY AREA	Site A rear of school (North West corner) Site B church car park (Cnr Clapham & Willesden Roads)
LOCATION OF VISITORS BOOK:	Reception-Administration Building Early Learning Centre

SITE EMERGENCY TEAM

(Updated February 2023)

POSITION	NAME	LOCATION	RESPONSIBILITIES
Chief Warden	Principal	Administration building	In charge of overall management of emergency situation and media
Deputy Chief Wardens	DP – SW & Op DP – T&L DP – PC & JS Business Manager	MS/SS building MS/SS building JS building Administration Building	Responsible when Principal is unavailable.
Evacuation Wardens **Fire Warden**	Refer Page 9 for Area Wardens List Justin Smith	Refer Page 9 for Area List	Student Care/ Ensuring all procedures are being adhered to. Assembly area secure.
Alarm / Bell Warden	Bursar	Administration building	Responsible for all alarm/bell warnings
Communications Officer (Reception)	Student Services / Reception	Administration building	Collect Sign in books and all class roles
Assembly Area Coordinator	DP – PC and JS MS and SS Coordinators ELC Coordinator	Assembly area	Coordinate activities at assembly points. Ensure each group has identified where all their students/staff/visitors are.
Essential Services	Reception	Site	Responsible for contacting, any essential services if required. (Gas, Water etc.)
First Aid	First Aid Officer	First aid room administration building First aid room sport complex	Responsible for all medical (First Aid) requirements
Media Controller	Principal	Site	To control all school media statements, regarding event.
Emergency Services Coordinator / Gate Coordinator	Bursar/Maintenance Officer	Site	In guide/direct all emergency and essential services at point of entry
OHS Committee	Mark Robertson Peter Dickinson (chair) Tim Grandy (Chair) Arthur Kakavas Justin Smith Vicki Keith Maria Argyropoulos	Site	Student Care/ Ensuring all procedures are being adhered to. Assembly area secure
Other Team Members	Administration staff		

WARDENS / ASSISTANT WARDENS

Wardens - check assigned area, contact HOS as quickly as possible either via mobile or verbally with the 'all clear', HOS to report to Chief Warden. If there is any concerns with the area check, phone the relevant HOS immediately for assistance. *(Wardens report to relevant Deputy Chief Warden with area ALL CLEAR)*

Reception staff –alarm is sounded move out immediately to designated area and follow procedure. In the event of a 'Lockdown' go to the Communication Room with your mobile phones and follow procedure.

Bus Gates: to be opened by first staff member with a gate key or John Brook

Chief Warden	Mark Robertson
Deputy Wardens	Peter Dickinson
	Lance Ryan
	Shelley Parkes

Essential / Emergency Services	Reception / Arthur Kakavas	
Main Gate:	Arthur Kakavas	Assistant: Jane Tepper

(Must have knowledge of the alarm panel and layout of the school)

Location	Warden	Assistant Warden
Library	Greg Watt	Nadia Feletti
Admin Upstairs/Downstairs/Canteen	Tim Grandy	Jane Tepper
Arrowsmith – 12 Common Room	Wayne Stagg	Helen Gilinas
Junior School	Sarah Caffrey (upper)	Shelley Parkes
	Helen Gameras (lower)	
Middle School	Lena Piplios	Ashlee Scott/Leigh Gridley
Senior School	Soula Mitsopoulos (1)	James Kalfas
	Maria Argyropoulos (2)	
Centre of Academic Excellence	Manoj Patel	Paula Tsiagalos
Gymnasium	Peter Schuwalow	Michael Wengier
Rooms 302, 301	Justin Smith	
ELC	Angela Bromley	*ELC co-educators on duty
Staff Roll / Register	Sylvia Camilleri	
Reception Visitors Register	Paris Karambelas	Sylvia Camilleri
Student Rolls	Anita Persi	Head of JS, MS & SS ELC
First Aid	Vicki Keith	TBC

LOCKDOWN DRILL – HEADS OF SCHOOL MUST PHONE IN THE 'ALL CLEAR' FOR THEIR BUILDING TO PETER DICKINSON OR TANIA WATSON. If you are unable to lockdown your building please advise Deputy Warden, Peter Dickinson immediately.

Code Blue Team	
First Aid Officer	Vicki Keith
Deputy Principal – Student Wellbeing & Operations	Peter Dickinson
Head of Junior School	Shelley Parks
Head of Sport	Peter Schuwalow
Accounts Officer	Sylvia Camilleri

EMERGENCY PHONE NUMBERS

SCHOOL EMERGENCY EXTENSION   **195**

RECEPTION   100

FIRST AID   143

FIRE / POLICE / AMBULANCE (from Landline or Mobile) 000

GSM mobile and satellite phones,
[answered by a Triple Zero (000)]   000

OTHER 24-HOUR EMERGENCY TELEPHONE NUMBERS

ELECTRICITY AGL   131 766

WATER AND SEWAGE SOUTH EAST WATER   131 851

POISONS INFORMATION CENTRE   131126

STATE EMERGENCY SERVICES   132 500

SECURITY ADACS   **9690 1607**

SITE PLAN (updated 2023)
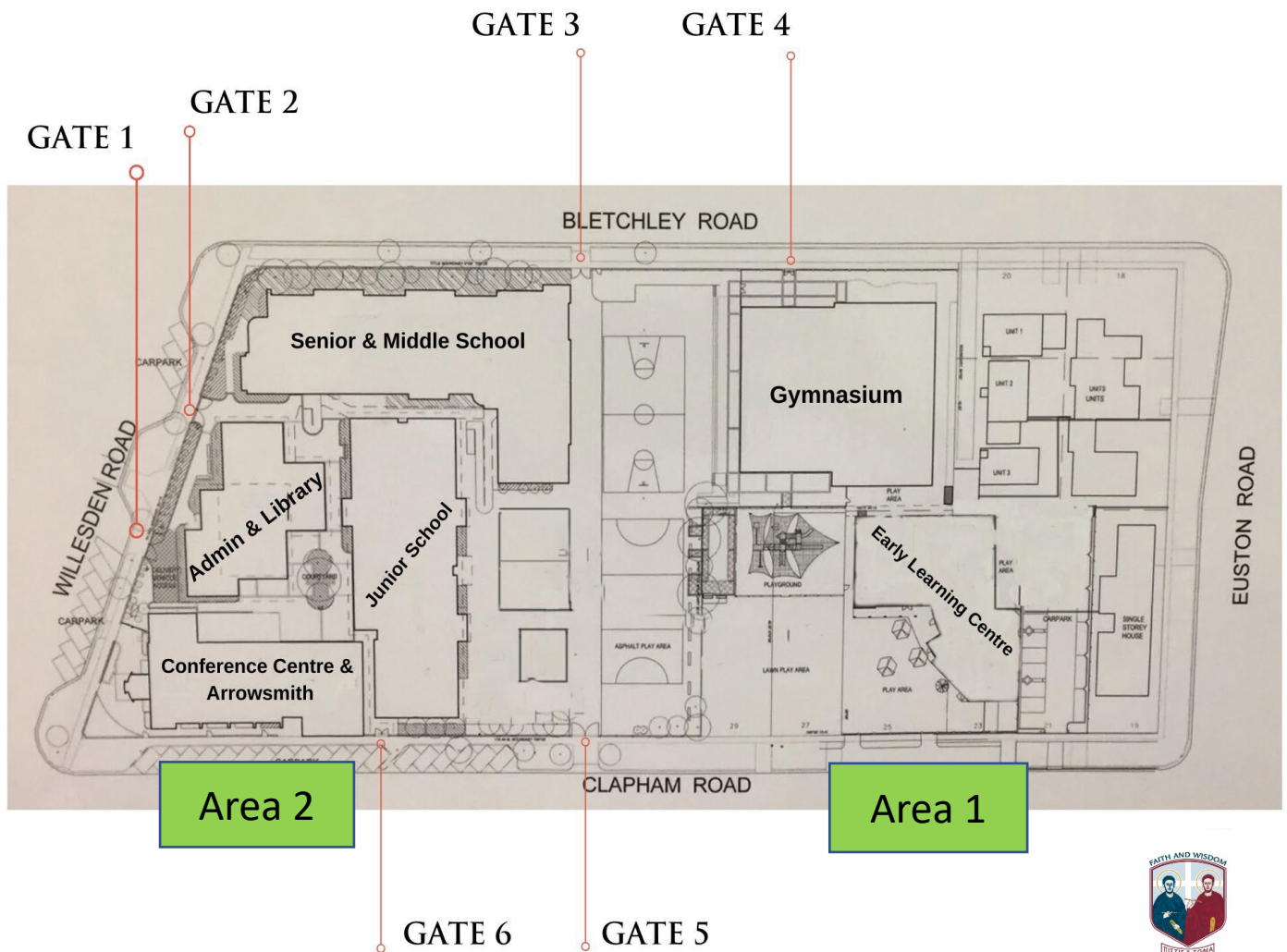
EVACUATION PLAN

1. Senior person on site takes control

2. Call 000 and inform them of your location at the outdoor assembly area

3. Inform Emergency Team of the nature of the emergency

4. If the decision to evacuate is made, the evacuation alarm will be sounded through the PA system. If there is no power, a whistle and megaphone will be used to evacuate students

5. There are 5 Emergency Codes: Red, Blue, Black, Yellow and Purple. The appropriate code will be provided through the PA system

6. All Oakleigh Grammar Emergency personnel and staff have a list of their roles and responsibilities during an evacuation. All staff, students and visitors will calmly move to predetermined outdoor assembly area

7. There are 2 close and 2 off site evacuation areas:
   A1: Rear of School North West Corner
   A2: Church Car Park, Cnr Clapham & Willesden Roads.

   B1: Oakleigh Football Ground

   B2: Bus depot

8. The Teaching and Admin Staff are responsible for:

   - If possible close windows and doors when leaving classrooms

   - Switch off lights

   - Walk students in an orderly fashion to assembly areas

   - Avoid panic and keep students calm

   - Arrange students in year levels so class rolls can be taken

   - Ensure all class roles and students are accounted for

   - Remain outside until cleared by the Principal or Emergency Management

9. The Office Staff are responsible for:

   - If possible close windows and doors when leaving rooms

   - Switch off Lights

   - Walk in an orderly fashion to assembly areas

   - Avoid panic and help keep students calm

Personnel are **NOT** to re-enter the building until the 'ALL-CLEAR' is given by the most senior person onsite. (Principal or Emergency Management)

EMERGENCY EVACUATION CHECK SHEET

IF THE EMERGENCY EVACUATION ALARM HAS BEEN RAISED:

1) ASSIST / REMOVE PEOPLE FROM IMMEDIATE DANGER

2) EVACUATE PEOPLE IN IMMEDIATE AREA

3) ISOLATE THE DANGER / AREA IE. CLOSE THE DOOR

4) ADVISE EMERGENCY CONTROLLER (WARDEN)AND RECEPTION OF LOCATION AND NATURE OF EMERGENCY

5) EMERGENCY CONTROLLER (CHIEF WARDEN) TO CONTACT EMERGENCY SERVICES (DIAL 000)
EMERGENCY CONTROLLER (CHIEF WARDEN) TO ASSESS SITUATION; TAKE   CONTROL AND ISSUE INSTRUCTIONS TO SITE EMERGENCY TEAM.

6) IF FIRE, FIGHT THE FIRE **ONLY** IF YOU ARE TRAINED TO DO SO AND IT IS SAFE

7) EVACUATE ALL STUDENTS, STAFF AND VISITORS FROM THE AREA / SITE WHEN INSTRUCTED BY A MEMBER OF THE EMERGENCY TEAM

8) PROCEED TO ASSEMBLY AREA A or B

9) REMAIN IN ASSEMBLY AREA UNTIL OTHERWISE ADVISED BY EMERGENCY CONTROLLER

IF THE ALARM HAS BEEN RAISED AFTER HOURS OR WHEN THE EMERGENCY CONTROLLER (WARDEN) AND / OR SITE EMERGENCY TEAM ARE OFF-SITE:

1) UPON ACTIVATION OF THE FIRE ALARMS MELBOURNE METROPOLITAN FIRE   BRIGADE (MFB) AUTOMATICALLY DISPATCH TO ASSESS THE SITUATION.

2) SECURITY SERVICE WILL EVACUATE ALL STAFF, STUDENTS AND VISITORS FROM THE AREA / SITE

3) PROCEED TO DESIGNATED ASSEMBLY AREA A or B

4) REMAIN IN ASSEMBLY AREA UNTIL OTHERWISE ADVISED BY EMERGENCY SERVICES

5) IF THERE IS A FIRE OR OTHER EMERGENCY OUTSIDE NORMAL WORKING HOURS, **'ALL'** PERSONNEL WITHIN THE BUILDINGS ARE TO IMMEDIATELY EVACUATE, LEAVING THE BUILDINGS VIA THE NEAREST EXIT AND MEET IN THE ASSEMBLY AREA. DIAL 000 IMMEDIATELY AND WAIT FOR EMERGENCY SERVICES TO ARRIVE AND TAKE CHARGE.

EVACUATION, AREA SEARCH COMPLETED

Example Below: In the appendices there are generic sheets for areas that need to be completed by each area warden.

GROUND FLOOR ADMINISTRATION BUILDING

1.	Reception / office 1 & 2	YES ☐	NO ☐
2.	Toilets / office 3 / Stairwell	YES ☐	NO ☐
3.	First Aid Room	YES ☐	NO ☐
4.	Staff Work Area	YES ☐	NO ☐
5.	Staff Kitchen Area	YES ☐	NO ☐
6.	Staff Computer Room	YES ☐	NO ☐

1st FLOOR ADMINISTRATION BUILDING

1.	Boardroom / Stairwell	YES ☐	NO ☐
2.	Office 4, 5 & 6 / kitchen	YES ☐	NO ☐
3.	Library	YES ☐	NO ☐
4.	Meeting rooms	YES ☐	NO ☐
5.	Staff Work Area	YES ☐	NO ☐

KEY POINTS

Assembly Area External	SAFE	YES ☐	NO ☐			
Emergency Service Notified		YES ☐	NO ☐			
Neighbouring Buildings Notified		YES ☐	NO ☐			
External Wind Directions	North ☐	South ☐	East ☐	West ☐
Visitor's book taken to Assembly Area		YES ☐	NO ☐			
Meet Emergency Service		YES ☐	NO ☐			
All Areas and buildings evacuated		YES ☐	NO ☐			

CODE RED – FIRE / SMOKE

If a fire or smoke occurs in a building, the alarm can be raised by:

Report by a staff member
Report by a student
Report by a visitor
Report by a neighbour
Report by a member of the general public

Action to Raise the Alarm

It is IMPORTANT that all reports of Fire/Smoke are immediately reported to Reception EMERGENCY Ext 195. If receptions is unanswered, engaged or if its is after hours, contact the Emergency Services direct.

Emergency Services   Dial 000

Notifying the Emergency Services

All emergency situations are to be reported by contacting the Receptionist during office hours
by dialling 195. If receptions is unanswered, engaged or if it is after hours, contact the
Emergency Services direct. Dial 000.

Master Emergency Control Point (MECP)
The Master Emergency Control Point (MECP) is located at the Fire Panel Cupboard – Ground Floor
Reception area (Left hand side of main door)

All emergency situations will be controlled from this point (if safe to do so).

If this area is not safe, then the Emergency Controller (Warden) will designate an alternative MECP.

Warden Control Points (WCP)
Warden Control Points are nominated outside normal working hours. '**ALL**' personnel within the buildings
Are to '**IMMEDIATELY**' evacuate, leaving the buildings via the nearest exit and meet in the assembly area.

Alarms Outside Normal Working Hours
If there is a fire or other emergency outside normal working hours, '**ALL**' personnel within the buildings
Are to '**IMMEDIATELY**' evacuate, leaving the buildings via the nearest exit and meet in the assembly area.

Personnel are not to re-enter the building until the 'ALL CLEAR' is given by the most senior officer
of the responding emergency services (Fire Brigade / Police).

EXAMPLES OF CODE RED

1:   SMALL FIRE
ELECTRICAL FIRE IN STAFF LOUNGE AREA

When discovering fire / smoke, take immediate action as follows:

- Rescue / move any person from immediate danger to safety (if safe to do so).
- Close Doors (if safe to do so). This restricts the spread of fire and smoke.
- Alert others / notify reception.
- If phone is unanswered / after hours contact Emergency Controller (Warden) or Emergency Services direct.
- To contact emergency services, dial '000'.
- Fight the fire only if trained and, it is safe to do so.
- Emergency controller (Warden) to take control of emergency
- Site emergency team to follow their emergency procedures (see page 28).
- Evacuate to a safe area.
- Remain in designated safe assembly area until emergency is over. Ensure all staff, students and
- Visitors are accounted for.

2: MAJOR FIRE
FIRE IN HOSPITALITY / KITCHEN or CANTEEN AREA

When an alarm sounds, take immediate action as follows:

- Rescue / move any person from immediate danger to safety (if safe to do so).
- Close Doors (if safe to do so). This restricts the spread of fire and smoke.
- Alert others / notify reception.
- Site emergency team to follow their emergency procedures (see page 28)
- Emergency controller (Warden) may call a code **ORANGE** – building evacuation
- **EVACUATE** the area when instructed by Fire Wardens. When instructed to evacuate move quickly, but in an orderly manner, as directed by Fire Wardens.
- **PROCEED TO ASSEMBLY AREA:** (if you have a mobile phone, take it with you).
- **REMAIN IN ASSEMBLY AREA.** Do not re-enter the building until authorised to do so.

ALL STAFF SHOULD MAKE THEMSELVES AWARE OF THE LOCATION OF PROTABLE FIRE EXTINGUISHERS, EMERGENCY EXITS, AND THE LOCATION OF BOTH THE ASSEMBLY AREAS.

CODE RED......CONTINUED

FIRE PREVENTION IS THE RESPONSIBILITY OF ALL OAKLEIGH GRAMMAR STAFF

Report any matter which you consider a potential hazard, to your Team Leader / Fire Warden.

TYPICAL HAZARDS ARE:

- Accumulation of litter, dust or paper
- Faulty electrical wiring or appliances
- Items blocking access to exists, and fire extinguishers
- Items which block a clear view of emergency signs
- Leakages of flammable gasses or liquids
- Missing or discharged fire extinguishers or fire extinguishers not mounted on a wall
- Repetitious or excessive spill of liquids
- Fire rated doors propped open
- Misuse of equipment eg Radiators
- Overloaded power points

Basic Fire Fighting

Three things are required before a fire can start:
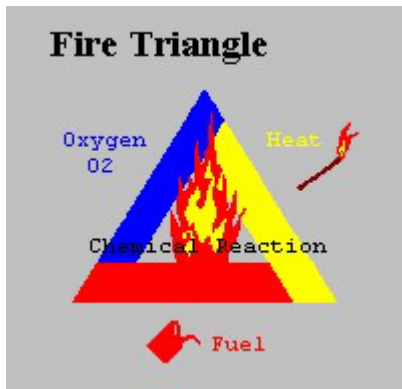
Remove any side of the triangle and the fire will be extinguished.

Precautions against Fire

- Observe 'No Smoking' instructions
- Be aware of and obey the rules for handling, storage and use of flammable liquids
- When using the flammable liquids, make certain they are stored in approved containers and are not stored in excessive quantities
- Don't hoard unnecessary waste paper in your work area
- Put away paper, drawings, files, reports and other documents when leaving your area on
- Completion of each days work
- Remove rubbish regularly

CODE ORANGE- EMERGENCY EVACUATION PROCEDURES

These procedures are to be followed by all student, staff and visitors on the operation of the Emergency Warning System / Wardens.

ON HEARING ALERT SIGNAL

1. Secure valuable and confidential items if safe to do so.
2. Proceed to designated Assembly Area.
3. Follow instructions of Fire Warden.**(If you are away from your floor/ area do not return to your floor/ area)**
4. Mobility impaired people proceed to nearest emergency exit. The Warden will arrange for evacuation.
5. **DO NOT USE LIFTS**

ON HEARING EVACUATION SIGNAL

6. Follow instructions of Fire Warden and leave building via designated exit or nearest safe exit.
7. Proceed to nominated Assembly Area and remain there until otherwise directed by Emergency controller, Fire Wardens or Melbourne Metro Fire Brigade or Victoria Police.

Primary Assembly Area 1: Basketball court / outer yard Clapham Road.
Primary Assembly Area 2: Church car park corner Willesden & Clapham Roads
Secondary Assembly Area 1: Oakleigh Football Ground
Secondary Assembly Area 2: Bus depot

ASSIST anyone in immediate danger.
ADVISE EMERGENCY CONTROLLER (Warden) & RECEPTION
Advise Emergency Controller (Warden) & Receptionist of Location and Nature of the

Emergency. (The Emergency Controller (Warden) should contact the Emergency Services.)

IF EMERGENCY CONTROLLER (Warden) / RECEPTION IS UNANSWERED, ENGAGED,

OR IF IT IS AFTER HOURS, CONTACT THE EMERGENCY SERVICES DIRECT DIAL 000
The Emergency Controller / Fire Wardens and other members of the Emergency

Control Organisation will assess the situation, take control and issue instructions.
Directions given by the Emergency Control Organisation personnel must be observed.

FIGHT THE FIRE ONLY if you are trained, and if it is safe to do so.

EVACUATE the area when instructed by Fire Wardens. When instructed to evacuate move quickly, but in an

orderly manner, as directed by Fire Wardens.

PROCEED TO ASSEMBLY AREA: (If you have a mobile phone, take it with you.)

REMAIN IN ASSEMBLY AREA. Do not re-enter the building until authorised to do so.

ALL STAFF SHOULD MAKE THEMSELVES AWARE OF THE LOCATION OF PORTABLE FIRE EXTINGUISHERS, EMERGENCY EXITS, AND THE LOCATION OF THE ASSEMBLY AREA.

AFTER HOURS – ONCE YOU HAVE RAISED THE ALARM EVACUATE THE BUILDING

TO RAISE THE ALARM AFTER HOURS, CONTACT THE EMERGENCY SERVICES

DIRECT: DIAL 000. LEAVE THE BUILDING AND AWAIT ARRIVAL OF EMERGENCY SERVICES.

CODE YELLOW - INTERNAL EMERGENCEY

An internal emergency can be defined as:
- Building system failure
- Structural failure
- Services failure

If an internal emergency occurs
All emergency situations are to be reported by contacting the **Reception during office hours dial 195**. State the nature of the Emergency.

Reception will notify the necessary department to take control of this situation.

EXAMPLES OF CODE YELLOW

1: POWER FAILURE

Receptionist to notify Fire Warden, Fire Warden will ascertain if the power failure is across the entire building or isolated to a specific area. Receptionist is to contact AGL or a qualified electrician. Also contact IT staff if there is a problem with the server rebooting. Remain in your work area until notified by Wardens, who will assess work areas and deem them safe, or will help escort people to a safe area until power is restored.

2: STRUCTURAL FAILURE or COLLAPSE OF WALL

Rescue / move any persons from immediate danger to safety. (if safe to do so) Alert others / notify reception.
If phone unanswered / afterhours contact Emergency 000
Fire Warden will ascertain the extent of the damage
Emergency controller (Warden) to take control of emergency
Site emergency team to follow their emergency procedures (see page 28) Evacuate to safe area.
Remain in designated safe assembly area until emergency is over. Ensure all students, staff and visitors are accounted for.

CODE BLUE   MEDICAL EMERGENCY

On receipt of a call advising of a medical emergency, notify the First Aid Officer.
Liaise with the caller & First Aid Officer to provide support If further assistance is needed
Reception dial 195, if no answer, contact emergency services **dial 000**.

Site emergency team to follow their emergency procedures (see page 30)

First aid personnel don hard hat & fluoro vest.

Collect closest first aid kit, attend to the injured person and administer first aid if safe to do so.

If an ambulance is required, contact reception dial 100 or 195, or emergency services direct 000, provide your name, exact location and details of the emergency.

Arrange for a person to meet the ambulance and direct the emergency personnel to where the injured person is.

Complete an Incident Report Form and ensure it is forwarded to the Principal.

EXAMPLES OF CODE BLUE

1: PERSON TRIPPED ON STAIRS FRACTURED ANKLE

Notify Reception of a medical emergency.

Reception to notify the First Aid Officer, liaise with the caller & First Aid Officer to provide support

First Aid Officer to collect closest first aid kit, attend to the injured person and administer first aid if safe to do so.

If an ambulance is required, contact reception dial 100 or 195, or emergency services direct, dial 000, provide your name, exact location and details of the emergency.

Arrange for a person to meet the ambulance and direct the emergency personnel to where the injured person is.

Complete an Incident Report Form and ensure it is forwarded to the Principal and filed in relevant staff / student file.

CODE BROWN   EXTERNAL EMERGENCEY

An external emergency could be caused by natural disasters, bushfire, earthquake, flooding, major road accidents, aircraft crash, civil disturbance etc.

Remain calm in the event of an emergency /disaster, call **Reception Emergency Ext 195**.

If phones are out, use someone's mobile phone and call 000. State who you are and your location, what the problem is and your phone number.

Prepare to evacuate and secure your area.

Rescue / move any persons from immediate danger to safety. (if safe to do so)

Treat any persons who may have been injured only if you are trained and it is safe to do so.

Report any persons injured or trapped.

Advise Team Leader of the situation. Explain to personnel how they may need to self-evacuate.

Only in exceptional circumstances use the telephone, otherwise listen out for instructions and wait to be called.

CODE PURPLE BOMB THREAT

Introduction

In these modern times bomb threats are a way of life. There are many reasons why people make a threat of the placement of a bomb in or around businesses. Threats usually originate from people who have a personal grudge against your school or tenants. They may be staff or ex-staff or other people who wish to disrupt your operations.

The Police have overall authority and control when dealing with bomb threats or actual bomb placing's. They must be notified in the first instance.

A great deal can be done to prevent the placement of explosives and thermionic devices into the building or parts of the building. This can minimise the disruptive effects of Emergency Procedures in the event of an actual bomb incident. Good security planning and good housekeeping will do much to lessen the threat.

Good housekeeping includes keeping all areas clear of waste such as packing materials, scrap paper etc. Waste and garbage bins should be regularly emptied and not left standing in areas that are available to the public. The locking of doors to areas, cabinets and closets which are infrequently used ensures that there are fewer places available for the placement of devices.

The existing security arrangements, including the vetting of visitors, assists in ensuring that unauthorised access is denied to non-employees.

It is also important to ensure that emergency exits are kept completely clear. These measures will minimise the number of potential places to conceal a bomb, and thus reduce the search time in the event of a bomb threat. It will also contribute to a good standard of security and staff safety.

All bomb threats / warnings should be taken seriously and regarded as genuine until it can reasonably be assumed that a bomb is not present, or the bomb threat is a hoax.

Threat Evaluation

While bomb threats or warnings may be received by message or mail, the most common method is by telephone. Calls through listed telephone numbers in the Telephone Directory can be expected.

An accurate analysis to the telephone bomb threat can provide valuable information on which to base subsequent emergency action and follow-up investigation.

As an example, the caller delivering the threat could reveal personal characteristics, or unwittingly provide a clue to his location through background noise.

CODE PURPLE   BOMB THREAT   CONTINUED

A Bomb Threat Checklist form is provided to assist in recording details of bomb threat calls.

Receptionists in particular must be familiar with this Checklist and have copies readily available.

The completed Bomb Threat Checklist / written message should be handed to the Police who are investigating the incident. In the case of a written threat or warning being received, the message together with the envelope must be preserved and handled as little as possible in order to preserve latent fingerprints.

In order to make a realistic evaluation of the threat, the Emergency Controller (Warden) / Senior Management must be in possession of as much of the following information as possible:

a.   Time call received.

b.   Received by whom? (Name, title, and extension number.)

c.   What time is the bomb set to go off?

d.   Where is the bomb placed?

e.   What does it look like?

f.   Who was the caller? (Man, woman, child, accent, and other personal characteristics.)

g.   What was the background noise? (Traffic, radio or TV, Factory sounds, children's laughter).

h.   Points of similarity with any previous calls found to be hoaxes.

NOTE: Over-reaction to bomb threats will be avoided by thoughtful evaluation.

If a business can be effectively disrupted through constant threats that disrupt the normal day to day operations over an extended period, then the bomber may achieve his objectives just as effectively as he would with an actual bomb detonation.

Bomb Threat Categories

Bomb threats can be divided into either a 'Non-specific', or 'Specific threat'.

A: 'Non-specific' Bomb Threat - this type of threat, by its vagueness, may involve any one of a number of buildings.

E.g. 'There is a bomb in a large building e.g.: sports complex, community centre etc.

A threat made in these circumstances strongly suggests a hoax.

B: 'Specific' Bomb Threat - this type of threat usually relates to a specific building or part of the building.

E.g. 'A bomb has been placed in the cleaning cupboard in the foyer.'

CODE PURPLE   BOMB THREAT   .CONTINUED

For a Non-Specific threat, the Team Leader, and other members of the Site Emergency Staff would conduct a quick search of the public access parts of the building.

Should nothing be found, the call may be classified as a hoax.

In the case of a specific threat, an on the spot evaluation will be necessary. It will be the responsibility of the Emergency Controller.

IN ALL INSTANCES THE POLICE MUST BE INFORMED

CODE PURPLE   BOMB THREAT   CONTINUED

THE FOLLOWING PROCEDURES COVER BOMB THREATS BY TELEPHONE, MAIL AND BY PERSON

Bomb Threat by Telephone

Immediate actions by recipient of telephone call

DO NOT INTERRUPT – DO NOT HANG UP

- Try to remain calm.
- Let caller finish message.
- If asked for a response, keep your answer to one or two words.
- Record all information on the nearest paper Bomb Threat Checklist.
- Try to attract the attention of persons near you to notify receipt of a threat.

THE FOLLOWING ARE KEY QUESTIONS TO ASK

(You may not have time to ask all these questions)

WHEN is the bomb going to explode?
WHERE did you put the bomb?
WHEN did you put it there?
WHAT does the bomb look like?
WHAT kind of bomb is it?
WHAT will make the bomb explode?
DID YOU place the bomb?
WHY did you place the bomb?
WHAT is your name?
WHERE are you?
WHAT is your address?

The caller may not wait on the phone for very long. Some questions you may not have had time to ask.

DO NOT REPLACE THE RECEIVER

THE CALL ME BE TRACED EVEN THOUGH THE CALLER HAS HUNG UP

Report threat to Reception and to the Emergency Controller (Warden) as soon as possible. Give details. Complete the Bomb Threat Check List, and report to the Emergency Controller. Be prepared to be interviewed by Emergency Controller (Warden) and the Police. Await further instructions. Do not discuss details of the threat with the media or any other person unauthorised to receive such details.

CODE PURPLE BOMB THREAT

BOMB THREAT BY MAIL

Immediate actions by the recipient of suspect mail.

When threat is received:

- Take careful note of the time and method of receipt.
- Retain item but limit handling to a minimum. If necessary handle by edges only.
- Notify the Receptionist and Emergency Controller (Warden) as soon as possible.
- Do not discuss details of the threat with the media or any other persons unauthorised to receive such details.
- Await further instructions.

BOMB THREAT BY MAIL

Immediate actions by the recipient of a bomb threat.

When threat is received in person, evaluate the person make the threat:

- Has the person a complaint against Oakleigh Grammar or the Church?
- Is the person under the influence of alcohol or drugs?
- Was the threat made in a facetious or joking manner?
- Take note of the appearance and other characteristics of the person make the threat.
- When the person has departed, report threat to Reception / Emergency Controller.
- Compete the Bomb Threat Check List. Report to Reception for interview by the Police.
- Do not discuss details of the threat with the media or any other persons unauthorised to receive such details.
- Await further instructions.

CODE BLACK .....PERSONAL THREAT

Personal Threat Violent / Threatening Person

1. **If safe to do so**, note and report such persons – (phone Receptions dial 195) or your Team Leader.

2. **If confronted,** obey instructions if safe to do so:

   - Do not argue or provoke the person.
   - Do not attempt to physically subdue the person.
   - Back away and alert others to move away also.
   - Make it easy for the person to leave the building / area

If the person appears psychotic (unusual behaviour, saying odd things):

   - Try and create a calm, non-threatening atmosphere. Reduce distractions: turn off noisy
   - Equipment and computer monitors
   - Talk slowly, quietly, firmly and simply.
   - Avoid direct eye contact, do not get too close
   - If you can get the person to calm down, try and get them to sit down with you.
   - Do not try to reason with acute psychosis. They may be acting this way because of hallucinations and voices
   - That they are hearing and are very real to them.
   - Express empathy for the person's emotional distress, but do not pretend that the delusions or voices are real for you.
   - Comply with reasonable requests.
   -
3. **Observe Carefully:**

   - Any articles touched by the person.
   - Physical details and attire
   - Points which may aid description of the offender (including mannerisms)
   - Direction that the person took when they left the area.

4. **Phone Reception:**

   Dial 195 and provide details of the incident as soon as possible, advise of any unusual behaviour – seek advice on next action.

5. **Record Information for Police**

   Be prepared to evacuate or secure the building / area – await further instructions from Emergency Controller (Warden) / Police or Security.

Lockdown Procedures

In the event of any emergency that may require a lockdown, the school site
Administration and school police will work cooperatively and keep one another informed. The school Principal or administrative designee makes the decision to lockdown. If this is not possible, the Principal is notified as soon as possible.

Procedures to be followed for lockdown

ATTEND YOUR HOME ROOM IF OUTSIDE CLASS TIME OR REMAIN WITH THE CLASS IF YOU ARE TEACHING

DIRECT ANY STUDENTS IN THE YARD, TOILETS OR CORRIDORS INTO SAFETY

LOCK ALL DOORS AND WINDOWS AND DRAW CURTINS AND BLINDS

DIRECT STUDENTS TO SIT ON FLOOR TOGETHER AND PREVENT STUDENTS FROM PEERING THROUGH WINDOWS AND DOORS

GIVE STUDENTS REASSURANCE TO HELP THEM REMAIN QUIET AND CALM

SWITCH OFF ALL ELECTRONIC SCREENS

STUDENTS NOT TO USE MOBILE PHONES

WAIT FOR FURTHER INSTRUSTION FROM WARDENS

EVERYONE IS TO STAY INDOORS UNTILL AN ALL CLEAR IS INDICATED

DOORS ARE NOT TO BE OPENED BY ANYONE OFFICIALS WILL HAVE ACCESS TO KEYS AND WILL OPEN DOORS

TEACHERS TO PHONE FRONT OFFICE OF CLASS STATUS
....

WARDENS TO MEET AT DESIGNATED AREA, AWAIT CONFIRMATION OF CLASSES LOCKED

WARDENS TO KEEP ALL PEOPLE AWAY FROM LOCKDOWN AREA

WARDENS TO BE NOTIFIED OF FINISH OF LOCKDOWN

WARDENS TO OPEN ALL ROOMS IN LOCKDOWN AREA

WARDENS TO NOTIFY IF INJURED OR SICK CHILDREN/ STAFF

'ALL CLEAR' ANNOUNCEMENT

EMERGENCY PROCEDURES for EMERGENCY TEAM

EMERGENCY TEAM

The role of the Site Emergency Team is to facilitate the safe and orderly evacuation of all occupants of the buildings in an emergency situation.

The primary function of the Emergency Team, in an emergency is to:
Ensure the "safe" and orderly evacuation of all occupants from the buildings to a safe area called the "Assembly Area". Students, Administration staff, Casual staff, visitors and members of the general public, and mobility or sensory impaired persons may require special assistance during an emergency.

Assist the Emergency Services upon attendance, and

Operate first attack fire fighting equipment, *if 'safe' to do so.*

The Emergency Team personnel wear the following coloured hard hats & fluoro vests during emergencies as a means of identification for both staff and the responding emergency services. (Australian Standard AS 3745-2002 refers)

Emergency Controller	-	White
Deputy Controller		White
Fire Warden	-	Yellow
Communication Officer	-	White
First Aid Officer	-	White cross on green background

Personnel must ensure that their hard hats & vests are readily accessible at all times.

WARNING:
CARE MUST BE TAKEN WHEN USING HAND-HELD TWO-WAY RADIOS / MOBILE PHONES AS UNDER SOME CIRCUMSTANCES THE RADIO TRANSMISSIONS FROM THIS EQUIPMENT MAY BE AN IGNITION SOURCE.

EMERGENCY CONTROLLER (Warden) RESPONSIBILITIES

Duties and Responsibilities of Emergency Controller (Chief Warden) in the Event of Fire or Other Emergency

On being made aware of an emergency:

1. Don hard hat & fluoro vest (White).
2. Proceed to the Master Emergency Control Point. Assess and take control of the situation.
3. Advise Reception & contact the Emergency services.
4. Obtain report from area where alarm originated.
5. Advise Fire Warden of the situation.
6. Order evacuation of the building if fire or other emergency is affecting the safety of occupants and visitors. Ensure access to the building is restricted.
7. Evacuate the affected area, adjoining areas.
8. Keep the Fire Warden informed of the situation at all times.
9. Receive reports on the situation from the Fire Warden.
10. When the attending Emergency Services arrive, advise the Officer in Charge (OIC) of the following:
    * Location of alarm
    * Present situation
    * Any other relevant information i.e. personnel missing, injuries, hazardous goods involved.
11. Obtain the "all clear" from the Officer in Charge of the attending Emergency Services.
12. Arrange the return of staff, students and visitors to areas vacated during the emergency.
13. Stand down the Emergency Team when advised of the "All clear".
14. Reset (or arrange for the resetting) of any plant or equipment shut down due to the alarm.
15. Record details in log book & incident report.
16. Debrief senior management and designated Warden of the cause of the emergency.

NOTES:

1. The Officer in Charge (OIC) of the attending emergency services will assume control of the situation on arrival. The Emergency Controller (Warden) will take directions from that person to ensure the safety of all building occupants.
2. Once the OIC of the attending emergency services assumes control of the situation the Emergency Controller (Warden) cannot allow re-occupation of any part of the building vacated without the approval of the OIC.
3. The Emergency Controller (Warden) should remain at the Master Emergency Control Point (if safe to do so) to assist the responding emergency services.

Duties and Responsibilities of Emergency Controller (Warden) in the Event of a Bomb Threat

1. On receipt of advice of a bomb threat, the Emergency Controller should collect as much information as possible from the informant, which will assist in making an evaluation. Having made an evaluation, the Emergency Controller will then either:

Take no action.
- Order a search without evacuation.
- Order a quick search, followed by an evacuation.
- Notify the police, and other Emergency Services as appropriate.

The Emergency Services must be summoned if a bomb has been found; otherwise these services should be requested to stand by.

2. It is emphasised that evacuation from the building is a last resort. Even if a suspect object is discovered, evacuation from one floor to another or from one area to another may be a better alternative than a total evacuation. In the event of a hoax call, a total evacuation is likely to encourage further hoax calls.

3. The Emergency Controller must remember that an immediate evacuation of the premises must not be attempted during the initial stages of a bomb threat incident, until:

- External exits have been searched.
- Wardens have checked internal exits in their area of the building.
- Wardens have checked areas accessible to the public.
- Should nothing untoward be found then, and only then, may the Emergency Controller consider a total evacuation of the building.

Detonation
1. There may be no warning of an actual bomb detonation. If one occurs, staff, student and visitor safety is the paramount consideration. Evacuation should be commenced immediately, and additional assistance from the Emergency Services should be sought.
2. The Emergency Services should be notified. Until professional medical help arrives, the First Aid Officer and members of the Site Emergency Team should be able to render such first aid as is appropriate to alleviate suffering and avert loss of life.
3. If utility services are contributing to damage or to further risk of life or injury, they should be shut off. The Emergency Controller must be aware of the location of shut-off valve/switch locations.
4. When taking evacuation and other emergency action, it should be borne in mind that there is always the possibility of further detonation. i.e. a second bomb.

Reports

Formal written reports regarding all bomb incidents, including details of action and all available evidence, should be prepared by the Emergency Controller and Senior Management to assist the Police. The completed "Bomb Threat Checklist" should be attached to this report.

Publicity

Any enquires by media representatives, whether in relation to a bomb detonation or merely a bomb threat, should be referred to Principal.

DEPUTY CONTROLLERS RESPONSIBILITIES

Duties and Responsibilities of Deputy Emergency Controller (Warden) in the Event of Fire or Other Emergency

On being made aware of the emergency:
1. Don hard hat & fluoro vest (White).
2. Proceed to the Master Emergency Control Point, Assess and assist the Emergency Controller.
3. Assume duties of the Emergency Controller (Warden) in the absence of the Emergency Controller (Warden).
4. Receive advice from the Fire Warden on the status of staff, students and visitors that have been evacuated from the buildings.
5. Maintain record of the Fire Warden as he leaves the building.

Duties and Responsibilities of Deputy Warden in the Event of a Bomb Threat
Assume duties of the Emergency Controller (Warden) in the absence of the Emergency Controller (Warden)

1. During the emergency, the Fire Wardens will remain in his area and receive instructions from, and make reports to the Emergency Controller (Warden) while directing the activities of their Wardens and/or search teams.

   If in their judgement, or in the judgement of the Emergency Controller, a partial or total evacuation is necessary, they will supervise the local safe movement of students, staff and visitors.

2. Fire Wardens will direct Wardens to carry out a thorough search of their floors / areas, including emergency fire exits, corridors, toilets, storerooms, cupboards, etc. They will report back regarding the result of their search. Search of designated escape routes will be given the highest priority.

FIRE WARDEN RESPONSIBILITIES

Duties and Responsibilities of Fire Wardens in the Event of Fire or Other Emergency On being made aware of the emergency:

1. Don hard hat & fluoro vest (Yellow).
2. Alert Wardens in your area.
3. Direct Wardens to search for any sign of emergency – only if safe to do so.
4. Arrange for any disabled persons to be evacuated from the building. Assign able-bodied persons to assist if required.
5. Act as directed by the Emergency Controller.

NOTE:
ONLY CONTACT THE EMERGENCY CONTROLLER (WARDEN) IF YOU HAVE SOMETHING TO REPORT OR IF REQUESTED BY THE EMERGENCY CONTROLLER (WARDEN).

6. If a fire is evident, or when directed by the Emergency Controller (Warden):
7. Commence fire-fighting operations if safe to do so.
8. On being ordered to evacuate, commence evacuation of your area.
9. Direct Wardens to usher staff, students and visitors from the area to the fire exits.
10. Advise the Emergency Controller (Warden) of any disabled persons in your area, including their location, disability (e.g. immobile, crutches, pregnant, heart etc.)
11. Instruct Wardens to assemble staff, students and visitors at the designated Assembly Area or appropriate Exit Point.
12. Prior to leaving area, ensure that your area has been searched thoroughly and evacuated. Report status of your area evacuation to the Emergency Controller (Warden).
13. Join your area in the Assembly Area and account for all your students, staff and visitors.

DUTIES AND RESPONSIBILITIES OF FIRE WARDEN IN THE EVENT OF BOMB THREAT

During the emergency, the Fire Warden will remain in his area and receive instructions from, and make reports to the Emergency Controller (Warden) while directing the activities of their Wardens and / or search teams.

If in their judgment, or in the judgment of the Emergency Controller, a partial or total evacuation is necessary, they will supervise the local safe movement of students, staff and visitors.

Fire Warden will direct Wardens to carry out a thorough search of their floors / areas, including emergency fire exits, corridors, toilets, storerooms, cupboards, etc. They will report back regarding the result of their search. Search of designated escape routes will be given the highest priority.

Search and Evacuation

1. Evacuation should not be considered unless a suspect object is discovered or unless there are compelling reasons to convince the Emergency Controller (Warden) or Fire Warden that a real threat exists. Even then, evacuation from one area (or areas) to another area is preferable to a total evacuation. This alternative or partial evacuation should be seriously considered. This type of response is particularly applicable in those instances where the suspect object is discovered without warning, or where search action has located an object suspected of being a bomb.

DUTIES AND RESPONSIBILITIES OF FIRE WARDEN IN THE EVENT OF BOMB THREAT **Continued**

2. An evacuation should not be carried out until all escape routes have been cleared. These should be pre-determined and marked. Alternate routes should be provided if possible.
3. Panic can be avoided by judicious use of the telephone. In some cases it will be better to pass instructions onto occupants by word of mouth, especially in the threatened area or areas. The occupants can be informed of the full details of the emergency once they are in the Assembly Area.
4. In cases where evacuation is necessary, it is most important that the building occupants take with them those personal belongings which are immediately at hand, thus making the search for suspect objects easier.

Utilities

The Emergency Controller (Warden) in conjunction with the Team Leader should have developed plans for the shutting off of utilities such as water, gas and electricity.(refer to site plan)

Detonation

1. There may be no warning of an actual bomb detonation. If one occurs staff, students and visitors safety is the paramount consideration. Evacuation should be commenced immediately, and additional assistance from the Emergency Services should be sought.
2. The Emergency Services should be notified. Until professional medical help arrives, the First Aid Officer and members of the Site Emergency Team should be able to render such first aid as is appropriate to alleviate suffering and avert loss of life.
3. If utility services are contributing to damage or to further risk of life or injury, they should be shut off. The Emergency Controller (Warden) must be aware of the location of shut-off valve/switch locations.
4. When taking evacuation and other emergency action, it should be borne in mind that there is always the possibility of further detonation. i.e. a second bomb.

FIRST AID OFFICERS RESPONSIBILITIES

On becoming aware of a medical emergency:

Don hard hat & fluoro vest (White Cross on green background).

Collect first aid kit, attend to the injured person and administer first aid if safe to do so.

If an ambulance is required, contact reception dial 195, or emergency services direct, dial 000, provide your name, exact location and details of the emergency.

Arrange for a person to meet the ambulance and direct the emergency personnel to where the injured person is.

Complete an Incident Report Form and ensure it is forwarded to the OH&S officer.

On being made aware of the emergency (only if qualified to do so.):

1) Don hard hat & fluoro vest (White Cross on green background)
2) Obtain first aid kit and report to Emergency Controller (Warden) and await instructions.
3) Render first aid as necessary. If CPR is required, direct staff member to notify the Emergency Services direct. (Dial **000**). Give details.
4) Get Defibrillator located outside the First Aid Room and follow prompts from the machine.
5) Advise Emergency Controller.
6) If a fire is evident, or when directed by the Emergency Controller:
7) Evacuate with students, staff and visitors from area.
8) Assist disabled / injured persons as necessary.
9) Administer first aid in the Assembly Area as necessary, only if qualified to do so and it is **SAFE TO DO SO.**

FIRST AID OFFICERS RESPONSIBILITIES

COMMUNICATION OFFICER (RECEPTION) RESPONSIBILITIES

On being made aware of an emergency

1.	Advise Emergency Controller (Warden) and Deputy Emergency Controller (Warden)
2.	If unable to contact Emergency Controller (Warden), contact Fire Warden and advise him/her of the nature and location of the emergency.
3.	As instructed by Emergency Controller (Warden) / Deputy Emergency Controller (Warden) contact the Emergency Services.

	Dial "000". Ask the operator for the service that you need. FIRE / POLICE / AMBULANCE Calmly advise the operator of:

	Building:

	Location:								Floor Number:

	Location and nature of the emergency.
4.	As directed by the Emergency Controller (Warden) (or deputy), notify Emergency Team personnel by public address or other means.
5.	Transmit instructions and record information between the Emergency Controller / Wardens and occupants:
6.	Record the progress of the evacuation.
7.	Act as directed by the Emergency Controller (Warden).
8.	When directed to evacuate, ensure that Visitors Book and Family Book is taken to the Assembly Area.

'IN THE EVENT OF AN EVACUATION'

Any visitors from other departments, visiting public or contractors – advise them to stay and evacuate with your designated area. Then advise Emergency Controller (Warden) and identify these people (IF SAFE TO DO SO) if any students, staff and visitors, contractor of visitor is unaccounted for, notify Reception or Emergency Controller.

IMMEDIATE ACTIONS BY PERSONS

DISCOVERING EMERGENCY

- Actions will depend on type and severity of the emergency.
- Contact the Receptionist dial 195.
- If unanswered/after hours contact Emergency Services direct. Dial "000". Give details of emergency and location.
- Report number of casualties (if applicable).
- Move persons in danger to safety and ensure their continued safety and care.

IF SAFE TO DO SO:

Switch off all machinery & equipment. Leave lights on.

THEN

Stand by for further instructions and assist as required.
If further evacuation is ordered or necessary, proceed to Assembly Area under direction of Emergency Controller or Area Wardens.

WARNING

IF EMERGENCY IS A TOXIC EMISSION, ADVISE THE RECEPTIONIST IMMEDIATELY. COMMENCE IMMEDIATE EVACUATION AWAY FROM EMISSIONS.

EMERGENCY LOG

(ALL MESSAGES IN AND OUT OF THE CONTROL POINT TO BE RECORDED)

DATE: .... **PAGES: NO**......... **OF**.......... **.PAGES**

TIME	MESSAGES/ACTION	TO	FROM

EMERGENCY LOG

EVACUATION EXERCISE LOG

DATE	Partial/Full Evacuation	Type of Scenario	Time Commenced	Time Completed	REMARKS	CERTIFIED BY

EVACUATION EXERCISE LOG

WARDEN EVACUATION CHECKLIST

ALL STUDENTS, STAFF AND VISITORS AT OAKLEIGH GRAMMAR	STUDENTS, STAFF AND VISITORS ARE ACCOUNTED FOR		REMARKS/ NOTES
	Yes	No	

WARDEN EVACUATION CHECKLIST

WARDEN MONTHLY HAZARD CHECKLIST

Inspected by: _____   **Area:** _____

Inspection Date: /   /   **Last Inspection Date:**   /   /

1.   Check items (YES/ NO / N/A)

If "**NO**", enter location and report to appropriate person/s for action.

ITEM	YES	NO	N/A	LOCATION	REPORTED TO
Fire exits clearly marked?					
Stairwell doors closed and close automatically?					
Passageways and exits free of obstructions?					
Fire extinguishers/hose reels accessible and free of obstruction?					
Fire extinguishers in place and clearly signposted?					
Emergency Procedures instructions clearly displayed?					
Emergency Procedures Manual up to date and accessible?					
All staff briefed on emergency procedures at least once a year?					
New staff introduced to Procedures?					
All emergency signs operating and visible?					
Electrical appliances safe?					
Flammable substances properly stored? (if applicable)					
All emergency equipment operational?					
All areas free of non-essentials/rubbish?					

2.   Other Hazards/comments:

_____

_____

_____

_____

_____

3.   Items requiring attention from last inspection (details):

_____

_____

_____

_____

_____

Copies of the completed checklist to be sent to Emergency Controller (Principal).

COMMUNICATION OFFICER EMERGENCY PROCEDURES CHECKLIST

EMERGENCY DIAL 000

NAME OF BUILDING: _____

NEAREST CROSS STREET: _____

INCIDENT AREA: _____

NATURE OF EMERGENCY:

- □ FIRE/SMOKE
- □ MEDICAL EMERGENCY
- □ BOMB THREAT
- □ GAS LEAK
- □ THREATENING BEHAVIOUR/ARMED INTRUSION/HOLD UP
- □ CHEMICAL SPILL
- □ PUBLIC DISORDER
- □ EXPLOSION
- □ OTHER _____.

CLASS OF FIRE INVOLVEMENT: CHECK STANDARDS

□	CLASS A	Paper/Wood/Fabric
□	CLASS B	Flammable Liquid
□	CLASS C	Flammable Gas
□	CLASS D	Combustible Metal
□	CLASS E	Involving Electrical equipment
□	CLASS F	Cooking Oils/Fats

EVACUATION TAKING PLACE: □ YES / □ NO □ FULL / □ PARTIAL

EMERGENCY SERVICES NOTIFIED: □ FIRE BRIGADE / □ POLICE / □ AMBULANCE

BOMB THREAT CHECKLIST FILLED IN: □ YES / □ NO

EMERGENCY CONTROLLER (Warden) CHECKLIST

BOMB THREAT CHECKLIST

KEEP CALM - DO NOT HANG UP!
THE CALL MAY BE TRACED BY AUTHORITIES

QUESTIONS TO ASK	THREAT LANGUAGE
1. When is the bomb going to explode?..............................	Well spoken: ....
2. Where did you put the bomb?..	Incoherent:...
3. When did you put it there?...	Irrational:...
4. What does the bomb look like?......................................	Taped:..
5. What kind of bomb is it?...	Message read by caller:.............................
6. What will make the bomb explode?................................	....
7. Did you place the bomb?...	Abusive:..
8. Why did you place the bomb?..	Other:...
9. What is your name?...	....
10. Where are you?..	....
11. What is your address?...	

EXACT WORDING OF THREAT	BACKGROUND NOISES
....	Street noises: .... House noises: .... Aircraft:... Voices:... Local call:.. Music:.. Mobile Phone:.. Machinery:.. STD:... Other:..

ACTION	OTHER
Report call immediately to: Emergency Controller (Warden) Phone: internal Ext 195 mobile 0419 000 000	Sex of caller:... Estimated age:.......................................

CALLER'S VOICE	CALL TAKEN
Accent (specify):... Any impediment (specify):... Voice (loud, soft, etc):... Speech (fast, slow, etc):.. Diction (clear, muffled).. Manner (calm, emotional, etc):... Did you recognise the voice?.. If so, who do you think it was?... Was the caller familiar with the area?................................	Date:..../..../.... Time:........................... Duration of call:.................................... Number called:....................................... **RECIPIENT** Name (print):... Telephone Number:............................... Signature: ....

OFFENDER DESCRIPTION FORM

Notes for completion:

1.   The form is to be completed by staff and bystanders IMMEDIATELY AFTER AN INCIDENT

2.   Senior Personnel is to collect the forms and pass them on to police

PREMISES NAME   **LOCATION**

OFFENCE

ROBBERY ☐   THEFT   ☐   ASSAULT   ☐   Date: ....Day:.....................................Time...................................

OTHER

COMPLIER'S NAME

Surname   Occupation

Given Name(s)   Contact No: Home   Work

( )   ( )

Address   Employer

GENDER   MALE ☐ FEMALE ☐   **BUILD** THIN   ☐   MEDIUM ...☐   LARGE   ☐

AGE APPROX. AGE

OFFENDERS NAME

NAME   UNKNOWN

HAIR

COLOUR

TYPE

LENGTH

HEIGHT CM' [   ] ft [   ] in [   ]

CLOTHING TYPE

Eg: top, trousers, shoes, coat, hat, balaclava etc

IDENTIFYING MARKS

Eg scars, tattoos, unusual appearances etc

AREA OF BODY

Colour

EYES & FACIAL FEATURES

Shape

Type

NATIONALITY

DESCRIPTION OF WEAPON
E.g. knife, gun or other

VEHICLE DETAILS

Registration:	
Type:	
Make:	
Year (approx):	
Colour:	
No. of occupants	

DESCRIPTION OF EVENTS & COMMENTS

PORTABLE FIRE EXTINGUISHER OPERATION

(AS2444-2001)

A simple method of remembering how to operate a fire extinguisher is using the pneumonic "PASS"

P   **PULL THE PIN**

There is an "Anti-Tamper" tag fitted that prevents the pin being withdrawn accidentally. It is broken by a sharp "TUG" Pulling the pin arms the extinguisher.

A   **AIM THE EXTINGUISHER**

If the extinguisher has a hose, then the hose is aimed at the fire. On smaller extinguishers that do not have a hose, aim the extinguisher.

S   **SQUEEZE THE HANDLE**

To operate the extinguisher, the handle is squeezed. When the handle is squeezed then the extinguisher operates. When the handle is released, the extinguisher ceases to operate.

S   **SWEEP**

Sweep the extinguishing agent across the fire. Attack the fire from front to back, and from bottom to top.

ATTACKING THE FIRE

Prior to attacking the fire, you should give the extinguisher a short test to ensure that it operates correctly.

Ensure that you have a safe exit should the fire become uncontrollable. You must not allow the fire to block off your escape route.

Start attacking the fire from a distance, moving in closer as the fire dies down. A crouching attitude should be adopted to protect you against smoke and heat.

When in the open, attack the fire from the windward side. This allows the wind to blow the extinguishant onto the fire.

Always try to have another person with an extinguisher backing you up as a safety precaution.

Do not turn your back on the fire. Make sure that the fire has been completely extinguished.

VISITORS BOOK

Visitor's books should be located at the reception desk. Reception staff should ensure that all visitors, apart from staff at Oakleigh Grammar or regular clients, sign the visitor's book before going beyond the reception area. If a visitor refuses to provide their details in the visitor's book they should not **be allowed to go beyond reception**. The primary benefits derived from using a Visitors Books are:

To provide a formal record of visitors entering the site;

Increase the safety of Oakleigh Grammar students, staff and visitors.

To satisfy legislative compliance requirements in terms of having a record for evacuation purposes; and

To enable staff to, politely challenge visitors, parents & other people by asking them to sign in.

FAMILY BOOK

Family Book should be located at the reception desk. Reception staff should ensure that all families have notified the school of any changes of phone numbers or change or address. The primary benefit from having a Family Book is:

To provide a record of students details in case of an emergency;

To be able to send out information from Oakleigh Grammar to home addresses, let it be reports or any other paper work that needs to be seen by our families.

Increase safety of Oakleigh Grammar students.

To satisfy legislative compliance requirements in terms of having a record for evacuation purposes

To enable staff to, politely challenge visitors, parents & other people by asking them to sign in.

SECURITY ALARM SYSTEM PROTOCOLS

Police and/or security guards (and not Oakleigh Grammar staff) must respond to any alarm incident that may occur at Oakleigh Grammar).

Oakleigh Grammar has upgraded security alarm systems to allow 24hr online security monitoring together with remote activation and deactivation of alarms. To enable security guards to enter sites, keys have been provided to the Security Monitoring Service.

Oakleigh Grammar is to be notified immediately of any incident that may have occurred over night or on the weekend.

The Security Monitoring Service is also authorised to arrange (at Oakleigh Grammar expense) the installation of security shutters in the event of any damage caused by vandals and/ or break in.

Entry to a site utilising a legitimate PIN Code, regardless of the time of day/ night (e.g. cleaners) is not to be treated as an unsecured site, and accordingly no action will be taken. The cleaner is issued separate entry codes from those of the students, staff and visitors

Note: The security monitoring service can be contacted (at any date/ time) on Ph 9690 1607 and advised of after-hours meetings/classes that may be conducted on site.

EWIS

The EWIS is used to evacuate the building and specific work instructions are located inside the EWIS board. Key staff (Emergency Controller (Warden) and Deputy) must ensure that at least two staff members know how to operate the system.

ROOF ACCESS

Access to the roof can be gained from via designated ladder lock point. This should only be used by the air conditioning serviceman and / or contractors. NOTE: Do not under any circumstances allow anyone except authorised servicemen to gain access to the roof (This is to stop potential jumpers).

AIR CONDITIONING

The package units on the roof are serviced by Hastie Services. Ph 9751 4111

FIRE PANEL

Wormald services the Fire Panel and the EWIS system (contracted by OAKLEIGH GRAMMAR)

FIRE DRILL

In-house fire drills are conducted at least twice per year.

WASTE MANAGEMENT

Located in the outer yard school grounds and contracted to Sita there is 1 x 4.5mtr general waste bin is serviced on each Monday of the week. We also have a 1 x 4.5mtr cardboard / paper bin is serviced every fortnight.

SANITARY

Services supplied by Sita on a monthly basis 13 13 35

RECYCLING BINS

Visy Bins 1 bins @ 240lit (blue), these are serviced fortnightly by Ezy Way. Ph: 1300 523 933

SECURITY

The security alarm is monitored 24 x 7 and managed by Adacs Security. Ph: 9690 1607

ALARM

OAKLEIGH GRAMMAR is protected by an alarm with three separate activation points. The codes are exclusive to OAKLEIGH GRAMMAR and should not be distributed to anyone not authorised to enter OAKLEIGH GRAMMAR.

KEYS EXTERNAL & INTERNAL

The keys to external doors (maroon gate in MPH) are registered with Omega Locksmiths Master System Ph 9689 3488 or Oakleigh Locksmiths Pty Ltd Ph 9568 6344. Only authorised staff can obtain new keys.

EMERGENCY EVACUATION EQUIPMENT MAINTENANCE

If the site requires maintenance to emergency equipment, please contact Wormald for a services call. Oakleigh Grammar must first approve the maintenance request.

The foyer area on each level and building core area (i.e. toilets / kitchen, stairway) are the responsibility of Oakleigh Grammar.

All maintenance should be reported to the manager in accordance with the operating procedures.

Emergency Lights – Wormald
Exit signs- Wormald
Fire Hydrant/Hose – Wormald
EWIS – Wormald
Fire Sprinklers – Wormald
Fire Extinguishers – Wormald

TELEPHONE

Each floor has an emergency telephone located in offices see site plan.

Evacuation Area Search Checklist

Appendix 1 – Administration

GROUND FLOOR ADMINISTRATION BUILDING

1.	Reception / office 1 & 2 / Storerooms	YES	☐	NO	☐
2.	Toilets / office 3 / Stairwell	YES	☐	NO	☐
3.	First Aid Room	YES	☐	NO	☐
4.	Staff Work Area	YES	☐	NO	☐
5.	Staff Kitchen	YES	☐	NO	☐
6.	Counsellor's office	YES	☐	NO	☐
7.	Canteen	YES	☐	NO	☐

FIRST FLOOR ADMINISTRATION BUILDING

1.	Boardroom / Stairwell	YES	☐	NO	☐
2.	Executive Offices 4, 5, & 6	YES	☐	NO	☐
3.	Library Office 6 & 7 / Kitchen	YES	☐	NO	☐
4.	Library	YES	☐	NO	☐
5.	Meeting rooms	YES	☐	NO	☐
6.	Staff work area/ resource area	YES	☐	NO	☐
7.	I.T Office	YES	☐	NO	☐

Any concerns:

....
....
....
....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 2 – Senior School – Area 1

FIRST FLOOR - SENIOR SCHOOL

1.	Offices - DP –T&L / PA to DP – T&L, VCE Coord	YES ☐	NO ☐		
2.	Office – 213 Careers	YES ☐	NO ☐		
3.	Classroom – 212	YES ☐	NO ☐		
4.	Southern Stairwell	YES ☐	NO ☐		
5.	Classroom – 211	YES ☐	NO ☐		
6.	Office – 210	YES ☐	NO ☐		
7.	Classroom – 210	YES ☐	NO ☐		
8.	Toilets M&F	YES ☐	NO ☐		
9.	Classroom - 209	YES ☐	NO ☐		
10.	Classroom – 208	YES ☐	NO ☐		
11.	Office - 207.1	YES ☐	NO ☐		
12.	Classroom - 207	YES ☐	NO ☐		
13.	Classroom – 208.1	YES ☐	NO ☐		
14.	Classroom – 206	YES ☐	NO ☐		
15.	Classroom – 205 – Physics Lab	YES ☐	NO ☐		
16.	Locker bays	YES ☐	NO ☐		

Any concerns:

....

....

....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 2a – Senior School - Area 2

FIRST FLOOR SENIOR SCHOOL

1.	Office – Resource room - 203	YES	☐	NO	☐
2.	Office – 204	YES	☐	NO	☐
3.	Classroom – 202 Chemistry	YES	☐	NO	☐
4.	Toilets – staff male	YES	☐	NO	☐
5.	Classroom - Art	YES	☐	NO	☐
6.	Stairwell – west of Art foyer	YES	☐	NO	☐
7.	Office – Art	YES	☐	NO	☐
8.	Classroom – VCD	YES	☐	NO	☐
9.	Classroom – annexe to kitchen	YES	☐	NO	☐
10.	Classroom – food design	YES	☐	NO	☐

Any concerns:

……..………….

……..………….

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 3 – Middle School

GROUND FLOOR MIDDLE SCHOOL

1.	Offices - DP –SW O / YLC - YLL & PA to DP Office	YES	☐	NO	☐
2.	Office – 113	YES	☐	NO	☐
3.	Classroom – 112	YES	☐	NO	☐
4.	Classroom – 111	YES	☐	NO	☐
5.	Office – 110.1	YES	☐	NO	☐
6.	Classroom – 110	YES	☐	NO	☐
7.	Toilets – M&F	YES	☐	NO	☐
8.	Classroom – 109	YES	☐	NO	☐
9.	Classroom – 108 JS Art	YES	☐	NO	☐
10.	Office – 107.1	YES	☐	NO	☐
11	Classroom – 107	YES	☐	NO	☐
12.	Classroom – 106	YES	☐	NO	☐
13.	Classroom – 105 – Design Room & work areas x 2	YES	☐	NO	☐
14.	Classroom – 102 – Biology lab	YES	☐	NO	☐
15.	Toilets – female staff	YES	☐	NO	☐
16.	Office – 101	YES	☐	NO	☐
17.	Locker bays	YES	☐	NO	☐

Any concerns:

....

....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 4 – Junior School – Area 1

GROUND FLOOR JUNIOR SCHOOL

1.	Toilets - external M&F	YES	☐	NO	☐
2.	Toilets – staff ambulant x 2	YES	☐	NO	☐
3.	Classroom - 01	YES	☐	NO	☐
4.	Classroom - 02	YES	☐	NO	☐
5.	Classroom - 03	YES	☐	NO	☐
6.	Classroom – 04	YES	☐	NO	☐
7.	Classroom – 05	YES	☐	NO	☐
8.	Office - Head of JS / Assistant	YES	☐	NO	☐
9.	Classroom – 06	YES	☐	NO	☐
10.	Classroom – 07	YES	☐	NO	☐
11.	Music Tuition Room	YES	☐	NO	☐
12.	Classroom – 08	YES	☐	NO	☐

Please ensure the learning pods, classroom office and storerooms are clear.

Any concerns:

....
....**................**

Initial: _____   Date: _____

Evacuation Area Checklist

Appendix 4 – Junior School – Area 2

FIRST FLOOR JUNIOR SCHOOL

1. Office – 11   YES ☐   NO ☐

2. Classroom - 9   YES ☐   NO ☐

3. Classroom - 10   YES ☐   NO ☐

4. Toilet/Storeroom   YES ☐   NO ☐

6. Classroom - 12   YES ☐   NO ☐

6. Classroom - 13   YES ☐   NO ☐

7. Classroom – 14 – computer   YES ☐   NO ☐

8. Classroom – 15   YES ☐   NO ☐

9. Classroom – 16   YES ☐   NO ☐

10. Classroom – 17   YES ☐   NO ☐

11. Classroom – 18   YES ☐   NO ☐

12. Classroom – 19   YES ☐   NO ☐

Please ensure the learning pods, classroom office and storerooms are clear.

Any concerns:

....

....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 5 – Sports Complex

GROUND FLOOR SPORTS COMPLEX

1.	Offices x 2 / kitchenette	YES	☐	NO	☐
2.	Toilets - M/F	YES	☐	NO	☐
3.	Classroom - music	YES	☐	NO	☐
3.	Gymnasium	YES	☐	NO	☐
4.	Sports Store	YES	☐	NO	☐
5.	Basketball court	YES	☐	NO	☐

FIRST FLOOR SPORTS COMPLEX

| 1. | Mezzanine | YES | ☐ | NO | ☐ |
| 2. | Office | YES | ☐ | NO | ☐ |

Any concerns:

....
....
....

Initial: _____   Date: _____

Appendix 6 - General

1.   Maintenance   YES   ☐   NO   ☐

3.   Classroom – 301   YES   ☐   NO   ☐

4.   Classroom – 302   YES   ☐   NO   ☐

Any concerns:

....
....
....

Initial: _____   Date: _____

Appendix 7 – Early Learning Centre

EARLY LEARNING CENTRE

1.	Carpark playground	YES	☐	NO	☐
2.	Classroom	YES	☐	NO	☐
3.	Classroom	YES	☐	NO	☐
4.	Classroom	YES	☐	NO	☐
5.	Classroom	YES	☐	NO	☐
6.	Classroom	YES	☐	NO	☐
7.	Office	YES	☐	NO	☐
8.	Staffroom	YES	☐	NO	☐
9.	Parents Room	YES	☐	NO	☐
10.	Toilets	YES	☐	NO	☐
11.	Foyer	YES	☐	NO	☐
12.	School Playground	YES	☐	NO	☐

Any concerns:

....

....

....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 8 – Arrowsmith and Conference Centre

GROUND FLOOR

1.	Toilets – inner yard entrance	YES	☐	NO	☐
2.	Office – Head of Arrowsmith	YES	☐	NO	☐
3.	9Ways main room/Year 12 Common Room	YES	☐	NO	☐
4.	Kitchen	YES	☐	NO	☐
5.	Classroom – A1	YES	☐	NO	☐
6.	Office	YES	☐	NO	☐
7.	Classroom – A2	YES	☐	NO	☐
8.	Classroom – A303	YES	☐	NO	☐
9.	Toilets - M&F	YES	☐	NO	☐

FIRST FLOOR

1.	Conference Centre	YES	☐	NO	☐

Any concerns:

....
....
....

Initial: _____   Date: _____

Evacuation Area Search Checklist

Appendix 9 – Centre for Academic Excellence

GROUND FLOOR

    1.   Classroom - 303   YES   ☐   NO   ☐

    2.   Classroom - 304   YES   ☐   NO   ☐

FIRST FLOOR

1.   Coordinator – YLL Office   YES   ☐   NO   ☐

2. Meeting Rooms 1 and 2   YES   ☐   NO   ☐

  3. Careers Office   YES   ☐   NO   ☐

  4. Classroom Space   YES   ☐   NO   ☐

Any concerns:

....

....

....

Initial: _____   Date: _____

Appendix 10 – Evacuation During Building Works

Oakleigh Grammar
Emergency Management Site Plan   **Updated February 2023**

Amendments during building works

- All students and staff in the top floor of the secondary building are to evacuate via the stairs at the rear of the art building, with the exception of students/staff in rooms 211, 212, who will exit **down the steps** near the HOSS and DP T&L office. Students and staff on this level should not go down the ramp.
- Students/staff in the library are required to go down the stairs near the Head of SS office
- Junior School students and staff who come down the ramp, should turn left at the bottom and go between the ramp and Prep classrooms so as to allow MS students access out of the building
- Builders are to assembly at Evacuation Area 2 (church car park)

Evacuation Option 1
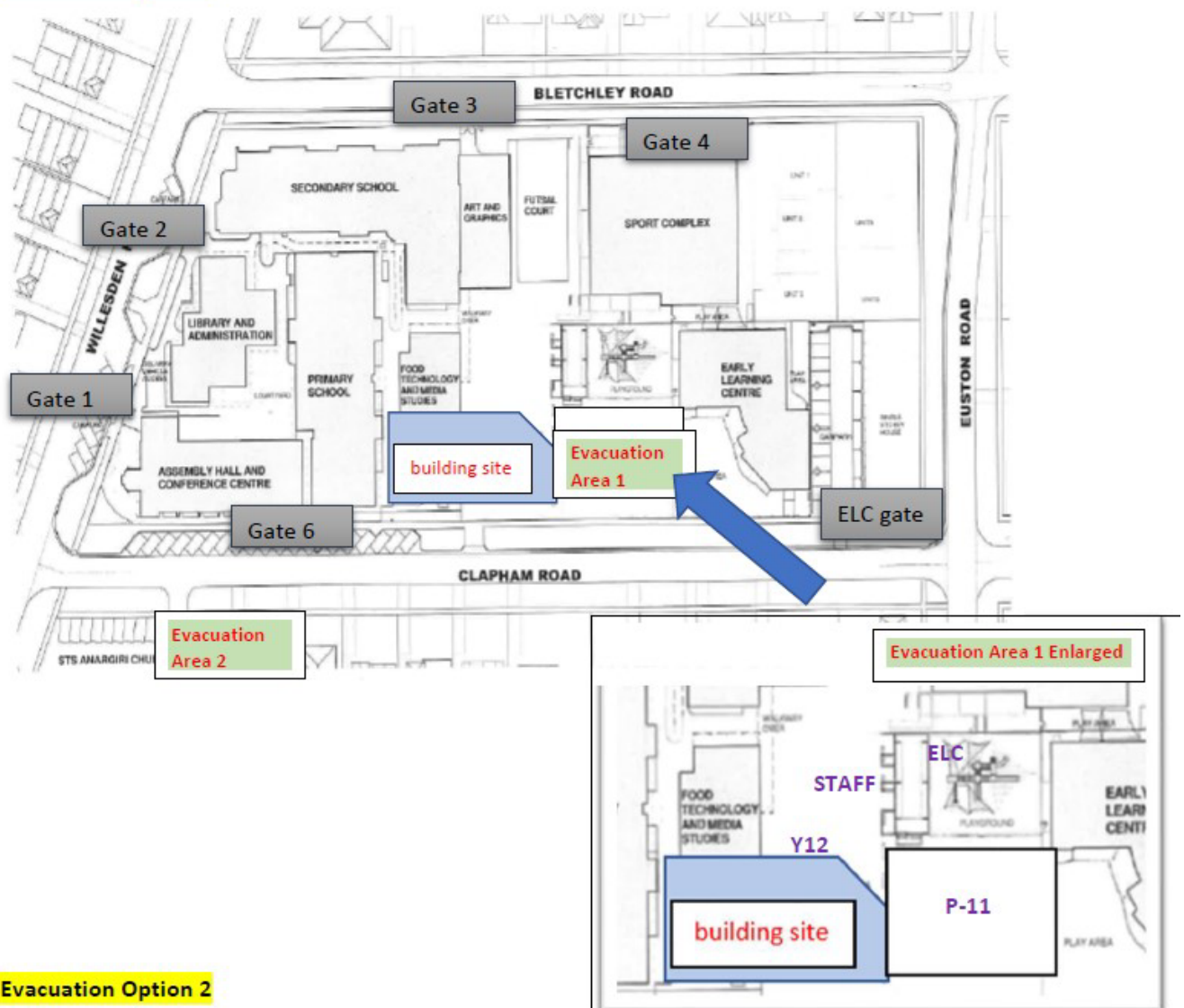
Evacuation Option 2

In the event of not being able to evacuate to Area 1, all students and staff will assemble in Evacuation Area 2 – the Church car park. Students/staff will exit the School via Gate 6 (Junior School) or Gate 2 (MS and SS). If necessary, groups in the gym may need to exit via Gate 3 or 4. ELC will exit via their front gate and walk down Clapham Road.