



Mount Riverview Public School

Emergency Plans – Bushfire, Evacuation & Lock Down

Revised April 2019

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 bushfire 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 and student medication from sick bay and bring it to the hall
- Take class, emergency contact lists and sign out sheets to the hall
- 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 bushfire 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
- Ring 1800 811 523 – option 1 and inform what is the situation
- 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
- The school will keep updating parents using Skoolbag and/or text messages

Revised

April 2019

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
- Do not open the door to anybody until the “all clear” has been sounded.
- If on duty, check playground, hall and senior toilets and direct students to nearest classroom.
- During class time, let the office know if a student is in the toilet during lockdown. If possible, closest teacher goes to the toilets to get the students.

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
- Close (and lock) the side entry door.
- Lock window shutter and pull down window blinds
- 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
- Ring 1800 811 523 – option 1 and inform what is the situation
- 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

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- 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
- Parents are requested not to phone the school seeking information as it makes emergency communication impossible and can add to unrest within the school
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Revised
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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 evacuation kit with you and place “all clear” sign on the door
- Place flouro vest on and 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 and student medication from sick bay (if time permits) and bring it to the main oval
- Take class, emergency contact lists and sign out sheets to the main oval, placing “all clear” sign on the door as they exit
- 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
- Ring 1800 811 523 – option 1 and inform what is the situation
- Check playground, hall and senior toilets placing “all clear” signs
- 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

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