

CBC Emergency Procedures (Early Learning Centre)

POLICE	FIRE	AMBULANCE	Emergency Contact Details	
<p>In an emergency dial 000 (112 from a mobile) or contact Reception on 130 or 200 for immediate assistance</p>			<p>Police Assistance 131 444</p> <p>Poison Information Centre 131 126</p> <p>SES Floods and Storms 132 500</p>	<p>CFS Bushfire Hotline 1300 362 361</p> <p>MFS Enquiries (08) 8204 3600</p> <p>SES General Enquiries (08) 8463 4171</p>

Evacuation (Code Orange)

Alarm: Fire Whistle

Chief Warden will ascertain according to nature of emergency if an EVACUATION should be ordered.

Reception to notify the emergency services on instruction of the Chief Warden.

- Upon hearing the fire whistle:**
- Wardens to put on respective hats.
 - Chief Warden to collect the emergency book, fire gate key, chalk, visitor's book, roster, first aid kit and mobile phone.
 - In the nursery second staff member will get all sleeping children out of cots and place non-walkers into the FIRE COT, senior staff member to assist. Third staff member to assist walking children outside (assisted by cook and administration staff).
 - All staff, children and visitors to proceed to the PARK via the nearest indicated emergency exit.
 - Wardens to close the doors in their area of responsibility and mark with a chalk cross once certain that there are no staff/children/ visitors remaining in that area. An unchecked area should not be marked.
 - Kitchen warden to turn off gas and electrical appliances where possible and close the kitchen and pantry doors and then proceed to assist in Nursery.
 - Wardens and staff to assist children during evacuation.
 - Roll call to be conducted by Chief Warden.
 - Wardens and staff are to report any missing persons to the Chief Warden.
 - Proceed to the secondary assembly point (Victoria Park) only on instruction of the Chief Warden.
 - Staff are to remain with children and stay calm.
 - Notify parents/care givers on instruction of the Chief Warden.
- Fire wardens, or reserve wardens if wardens absent, are to carry out warden duties:**

Lockdown (Code Green)

Alarm: Air Horn or Verbal Instruction

Chief Warden will ascertain according to nature of emergency when a LOCKDOWN should be ordered.

Reception to notify the emergency services on instruction of the Chief Warden. Upon hearing the lockdown siren (Siren followed by music).

All staff and students are REQUIRED to:

- Upon hearing the Air Horn or receiving a verbal instruction:**
- Remain calm.
 - All children and carers must leave outside areas immediately and move to the pre-school locker area.
 - Office personnel to move to the toddler room after lockdown notification to assist staff to move children to the Preschool locker area.
 - Team leader in each room to lock all doors leading outside and close the curtains.
 - If a cook is on duty he/she is responsible for locking the kitchen and laundry door. Then he/she is to assist carers with children.
 - Move children away from windows and doors, sit children on the floor and make the situation as calm and stress free as possible.
 - Do not enter into conversation with anyone inside or outside your locked facility.
 - Check the roll.
 - Stay in the "safe area" until the Chief Warden gives the "all clear".
 - Explain the situation to the children.
 - Contact parents/care givers and inform as instructed by the Chief Warden.
 - Post incident will be managed according to the Trauma Response Policy.
- Fire wardens, or reserve wardens if wardens absent, will check their areas of responsibility ONLY ON INSTRUCTION OF THE CHIEF WARDEN and ensure that all doors are secured. If no instruction is received via one of the dedicated communication channels, all wardens will lockdown until further notice from the Chief Warden.**
- Wardens may be used in certain emergencies to communicate messages on instruction of the Chief Warden.**
- Once the lock-in exercise is complete, police to advise that the danger is over and the Chief Warden will give the 'all clear'. Staff and children are to remain in rooms until given the 'all clear'.**

Fire (Code Red)

Contact 000 for all life threatening emergencies

In all other cases Reception to notify the emergency services on instruction of the Chief Warden. Chief Warden will ascertain according to nature of emergency if an EVACUATION should be ordered.

- If a fire is discovered:**
- R** Rescue persons in immediate danger
 - A** Alarm – Raise the alarm (Notify Front Office / JC Admin: Dial 130 / SC Admin: Dial 200)
 - C** Contain – Close doors to contain fire
 - E** Extinguish the fire
- Admin activate evacuation tone on instruction of the Chief Warden & notify Fire & Emergency services.**
- Evacuation: - If the evacuation tone is sounded - EVACUATE THE BUILDING**
- Exit lights indicate the building exit points.
 - Proceed via the safest route to the primary assembly point **as the per evacuation procedure.**
 - Do not use the lifts.
 - Mobility impaired individuals to be evacuated as per their individual plan as detailed by their Head of House for students and by the Head of Campus for staff.
 - An alternate assembly point will only be used if instructed by the Chief Warden.
 - **DO NOT** leave the assembly point or re-enter the building until given 'all clear' by the Principal.
 - Post incident will be managed according to the Trauma Response Policy.

Medical (Code Blue)

Contact 000 for all life threatening emergencies

In all other cases Reception to notify the emergency services on instruction of the Chief Warden. Chief Warden will ascertain according to nature of emergency if a lockdown should be ordered.

- Minor Injury/Illness/Condition**
- Supervising teacher/person to make a quick assessment of the injury/illness/condition.
 - If injury/illness/condition is not serious then the patient should be escorted to the sick room.
 - Senior DFA in reception to manage treatment.
 - Parents are notified of the visit and the injury/illness with a note in their diary (CBC ELC and JC only)
- Major Injury/Illness/Condition**
- Supervising teacher/person to make a quick assessment of the injury/illness/condition.
 - If injury/illness/condition is deemed to be major, serious or if the injury is of a nature that the patient should not or cannot be moved, then the front office should be immediately notified.
 - Reception to contact 000 for advanced medical treatment and transport by ambulance to a medical facility.
 - Senior DFA to attend scene and treat until ambulance or professional medical personnel arrives on scene.
 - In the case of any major trauma the Principal/Deputy Principal and leadership team to be notified and informed.
- Post incident will be managed according to the Trauma Response Policy.**

Chemical (Code Yellow)

Contact 000 for all life threatening emergencies

In all other cases Reception to notify the emergency services on instruction of the Chief Warden. Chief Warden will ascertain according to nature of emergency if a lockdown/evacuation should be ordered.

For Toxic Emissions/Chemical Spills:

- Use emergency shower and/or eye wash facility where required.
- Move all people out of the area concerned immediately to a safe area.
- For any major emission or spill contact reception immediately.
- If the Chief Warden deems it necessary, an evacuation will occur as per the evacuation procedure.
- Refer to Safety Data Sheet in regards to spill and clean procedure.
- Contact the poison information centre **131 126** and/or the Metropolitan Fire Service **(08) 8204 3600** and/or the Chemwatch Emergency line on **1800 039 008** to obtain expert opinion if deemed necessary.
- If spill is to be cleaned by employees appropriate Personal Protective Equipment (PPE) must be worn and dedicated spill equipment and kits to be used.
- When the person in charge/Chief Warden has deemed the area to be safe and that the emergency has adequately been dealt with, the all clear will be given and people may return to their area.

Earthquake (Code Brown)

During an earthquake and people are outdoors, keep everybody clear of buildings, walls, power lines, trees and anything else that may present a hazard.

During an earthquake and people are indoors:

- Stay indoors and ensure that nobody moves about or leaves the buildings.
- Get people under desks, tables, benches or internal door frames.
- Keep people away from windows, shelves and overhead fittings.
- In multi-storey buildings stay clear of windows and outer walls and do not use elevators.

Following an earthquake:

- Check for injuries and report all injuries to reception or nearest Senior DFA.
- Senior DFA's to administer first aid assisted by BFA. Do not move seriously injured individuals unless they are in immediate danger.
- Maintenance officer to turn off utilities such as electricity, gas and water.
- IT Manager to backup server as per IT disaster plan.
- Evacuate as per the evacuation procedure via the safest route to the secondary assembly point (CBC Bottom Oval) and remain in the centre of the ovals away from trees and buildings.
- Reception to report injuries and any missing persons to emergency services.
- Monitor local radio and follow any relevant advice given.
- Remain at the ovals in the centre area away from trees and buildings until given the all clear by the Chief Warden.
- Be prepared for after-shocks and ensure that people do not re-enter (even slightly damaged buildings) until they have been checked by the authorities.
- Activate the Trauma Response Policy.

Flood (Code Brown)

Chief Warden will ascertain according to nature of emergency if an evacuation should be ordered.

First Warning Response:

- Chief Warden to monitor local radio/television for warnings.
- When instructed by the Chief Warden (and if possible):
 - Stack items such as furniture, equipment and books above the likely flood level – books high up and electrical items on top
 - Move chemicals, fuel, garbage to a high secure place
 - Remove or secure floatable objects
 - Remain tuned to radio or television until the flood threat has passed and follow any relevant emergency procedures
 - Reception to contact SES/MFS if assistance is required on instruction of the Chief Warden

For Immediate Evacuation: - If the evacuation tone is activated - EVACUATE THE BUILDING

- Exit lights indicate the building exit points.
- Proceed via the safest route to the Sports field (Senior Campus), rooftop play area (Junior Campus) as the per evacuation procedure. CBC ELC to safely evacuate and walk to Junior Campus and move to the rooftop play area if safe to do so.
- An alternate assembly point will only be used if instructed by the Chief Warden.

DO NOT leave assembly point or re-enter the building until given 'all clear' by the Chief Warden

For Planned Evacuation:

- If given sufficient warning, and acting on advice of police and emergency services. Contact parent/caregiver to collect any children or other people who may need assistance
- Accommodation will be arranged for those stranded from home in classrooms on Level 2 of the O'Brien building and Level 2 of the Junior School, and if deemed safe Level 1 of the O'Brien building and Level 1 of the Junior School.
- If an evacuation from site is deemed necessary for accommodated person/s, on instruction of the Chief Warden evacuate to sports field (Senior Campus) and rooftop play area (Junior Campus) and await further instruction from emergency services regarding site evacuation.
- Activate prearranged plan for release of employees with homes or property threatened by flooding.
- Maintenance Officer to turn off gas, water and electricity prior to final evacuation (if possible).
- IT Manager to backup server as per IT disaster plan.

For any post-emergency/disaster, plan to continue to provide services to any person/s who may be isolated for prolonged periods of time e.g. accommodation, food, schooling, medical, etc.

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Bomb Threat (Code Purple)

Contact 000 for all life threatening emergencies

In all other cases Reception to notify the emergency services on instruction of the Chief Warden.

The responsibilities of the receiver of a bomb threat telephone call are as follows:

- Keep the Bomb Threat Checklist Document by the phone/s used to receive direct calls.
- Let the caller finish without interruption.
- Do not hang up the phone keep the line open to trace the call.
- Fill out as much as possible of the checklist and inform the Principal immediately.

Chief Warden will ascertain according to nature of emergency if an EVACUATION should be ordered.

Evacuation: - If the evacuation tone is activated - EVACUATE THE BUILDING

- Exit lights indicate the building exit points.
- Take all personal bags and belongings, if it is safe to do so.
- Wardens to conduct a visual inspection of their area of responsibility when leaving the building to identify any suspicious objects/bags. **DO NOT** return to the premises to conduct an inspection.
- Proceed via the safest route to the primary assembly point unless otherwise indicated by the Chief Warden.
- An alternate assembly point will only be used if instructed by the Chief Warden.
- **DO NOT** leave the assembly point or re-enter the building until given 'all clear' by the emergency services.
- Principal to advise Catholic Education Office.
- Activate the Trauma Response Policy.

Personal Threat (Code Black)

Contact 000 for all life threatening emergencies

In all other cases Reception to notify the emergency services on instruction of the Chief Warden. Chief Warden will ascertain according to nature of emergency if a LOCKDOWN should be ordered.

Every situation should be handled according to the unique nature of the event.

In the event of a personal threat:

- Remain calm and do not assume any aggressive behaviour.
- Raise the alarm through any communication means available such as a verbal instruction to another person in room to seek help from reception or a email, text message or any other means that does not escalate the situation.
- Inform the person calmly and politely that their behaviour is unacceptable.
- If alone in a room with an aggressive individual, position yourself that you have an exit route out of the room should the situation escalate.
- In any potential life threatening situation such as a robbery, assume submissive behaviour and ensure that you do not pose a threat to the attacker or his/her exit route.
- Wait for further assistance or police intervention.

In the event of a telephone threat:

- Hang up the phone immediately (in the case of Bomb Threat do not hang up).
- Person involved should immediately write down everything that was said on the telephone.
- Report the incident immediately to the Principal.
- Principal/Deputy Principal will determine further action and where deemed necessary the police will be contacted.