



Success Primary School

EMERGENCY PROCEDURES 2023

Updated Semester 1 2023

CONTENTS

1. IN CASE OF EMERGENCY FLOWCHART

4. CATASTROPHIC FIRE DANGER RESPONSE PLAN:

- Further direction will be communicated via PA
- Catastrophic Fire Danger Movement Plan
- As directed, please refer to one of the above plans in **3. EVACUATION**

2. LOCKDOWN:

- 2.1. Lockdown - Emergency Communication Tree
- 2.2. Emergency Lockdown Information and Checklist

3. EVACUATION:

- 3.1. Emergency Evacuation Type 1
Communication Tree
- 3.2. Emergency Evacuation Type 1
(eg, fire, gas leak, general emergency)
- 3.3. Movement Plan – In Case of External
Bush Fire Communication Tree
- 3.4. Movement Plan – In Case of External
Bush Fire
- 3.5. Evacuation – In Case of Battery Fire
Communication Tree
- 3.6. Evacuation – In Case of Battery Fire

5. EMERGENCY MEDICAL PROCEDURES:

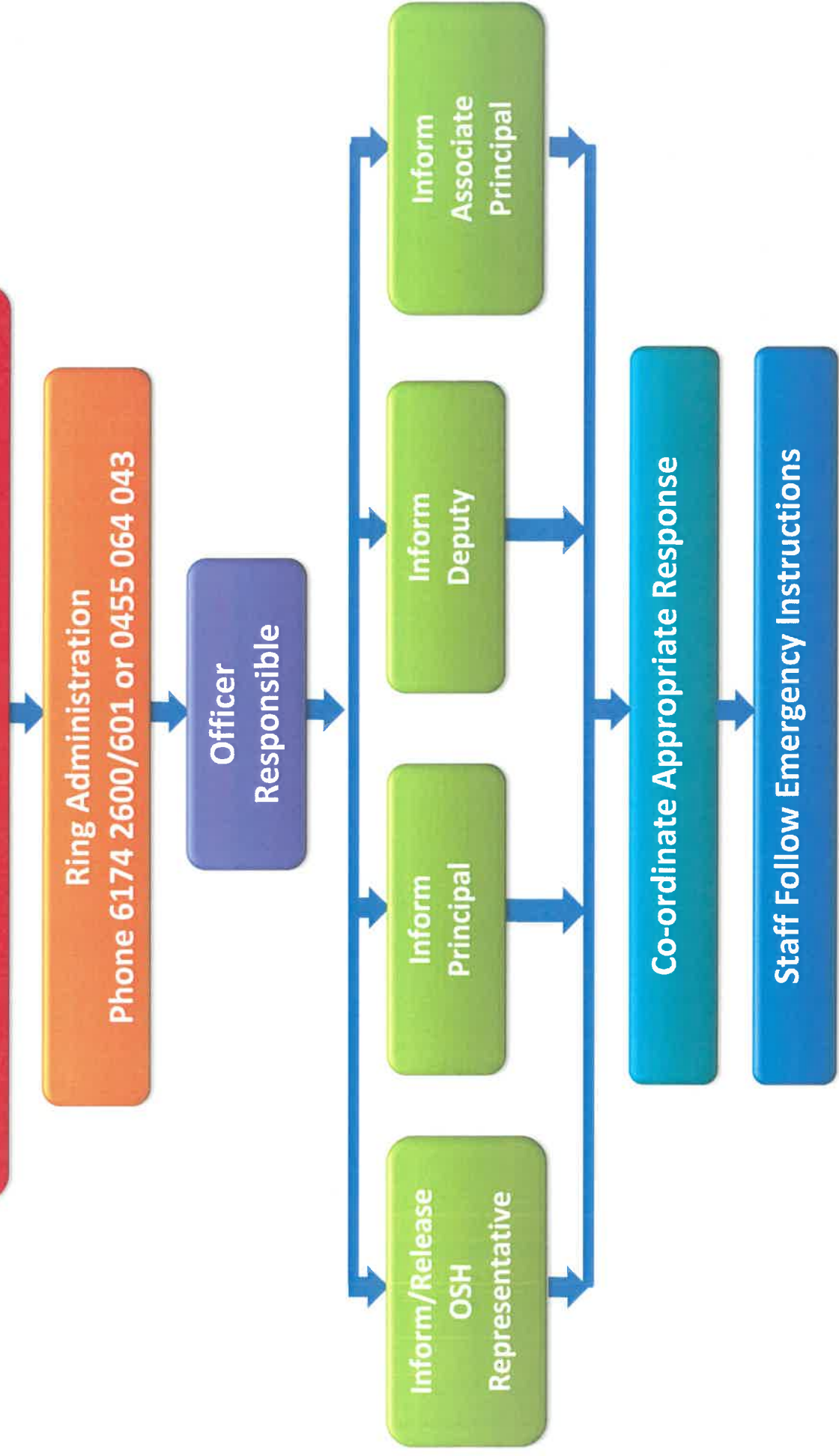
- 5.1. Emergency Alarm Map
- 5.2. In the Event of a Seizure – In Class or
Playground
- 5.3. In the Event of a Seizure – In the Pool
- 5.4. First Responder
- 5.5. Anaphylaxis Action Plan
- 5.6. Asthma First Aid

6. NOTES



1. IN CASE OF EMERGENCY

eg, Fire, Chemical Spill, Gas Leak, Lockdown



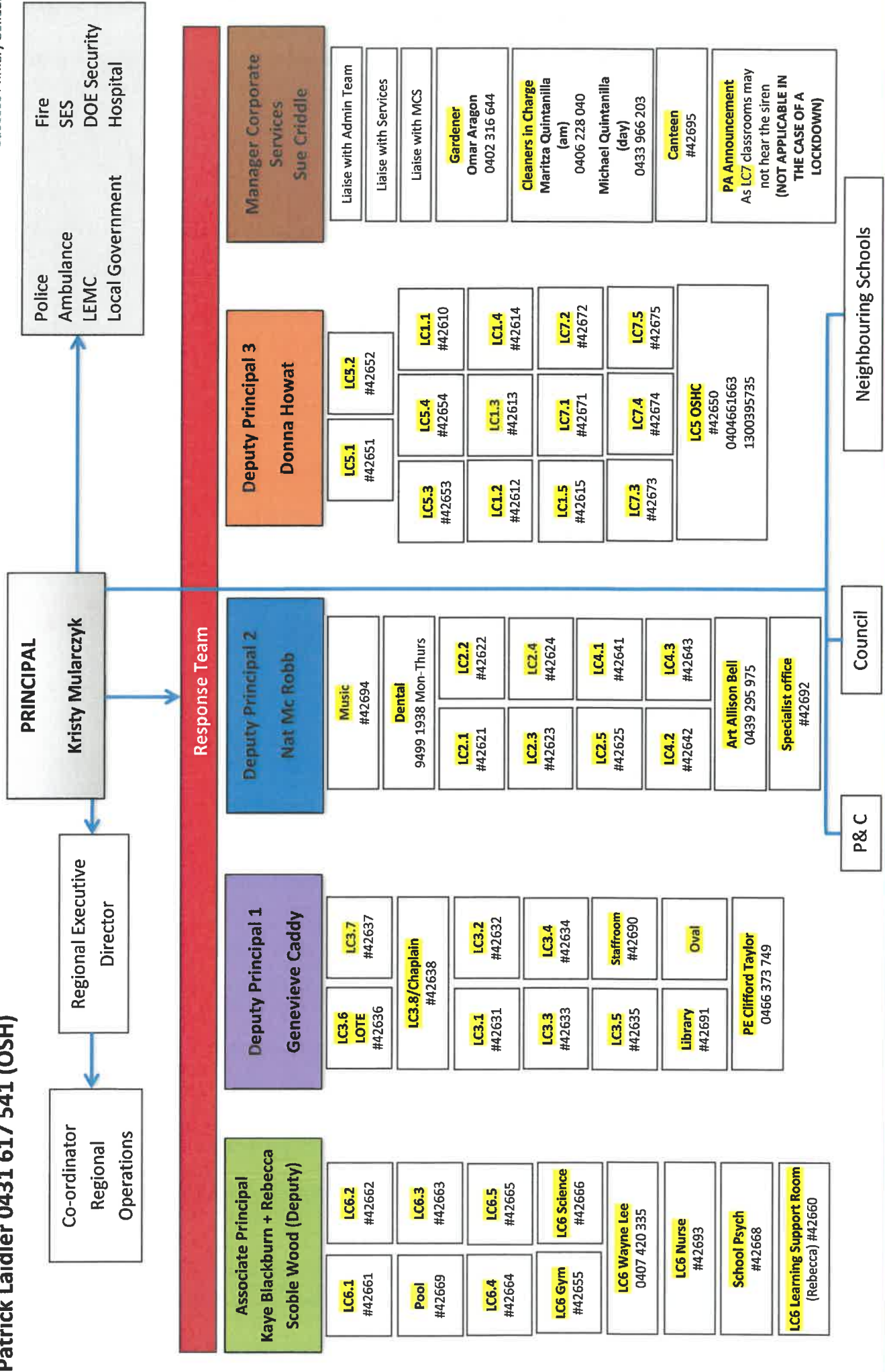
2.1 LOCKDOWN - EMERGENCY COMMUNICATION TREE



Success Primary School

Updated 2023

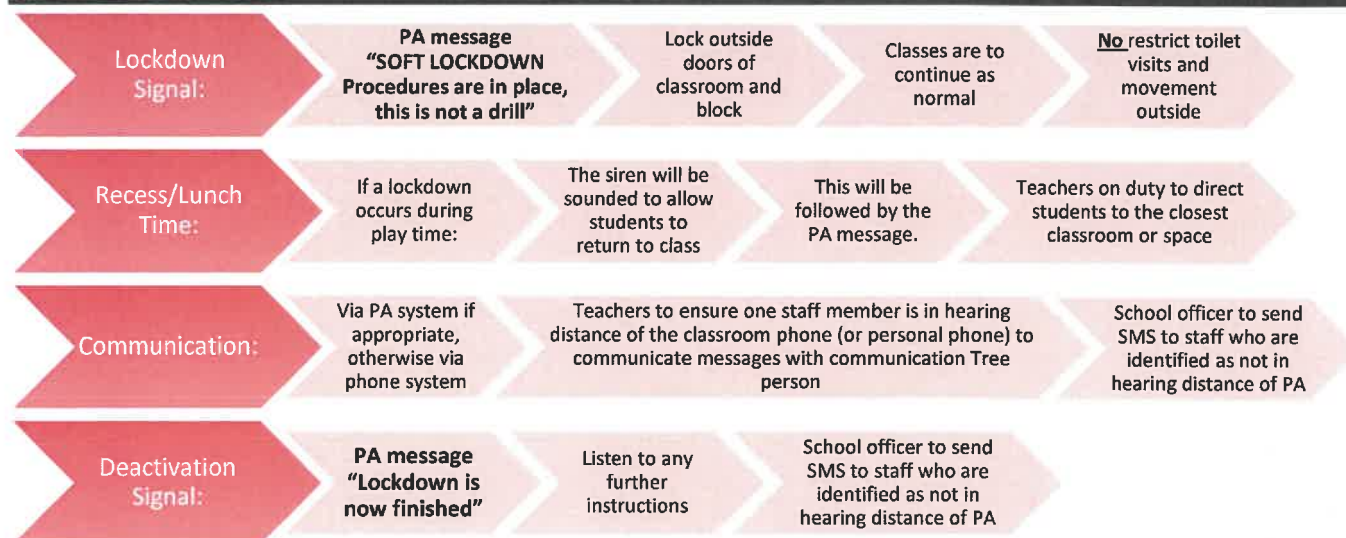
Patrick Laidler 0431 617 541 (OSH)



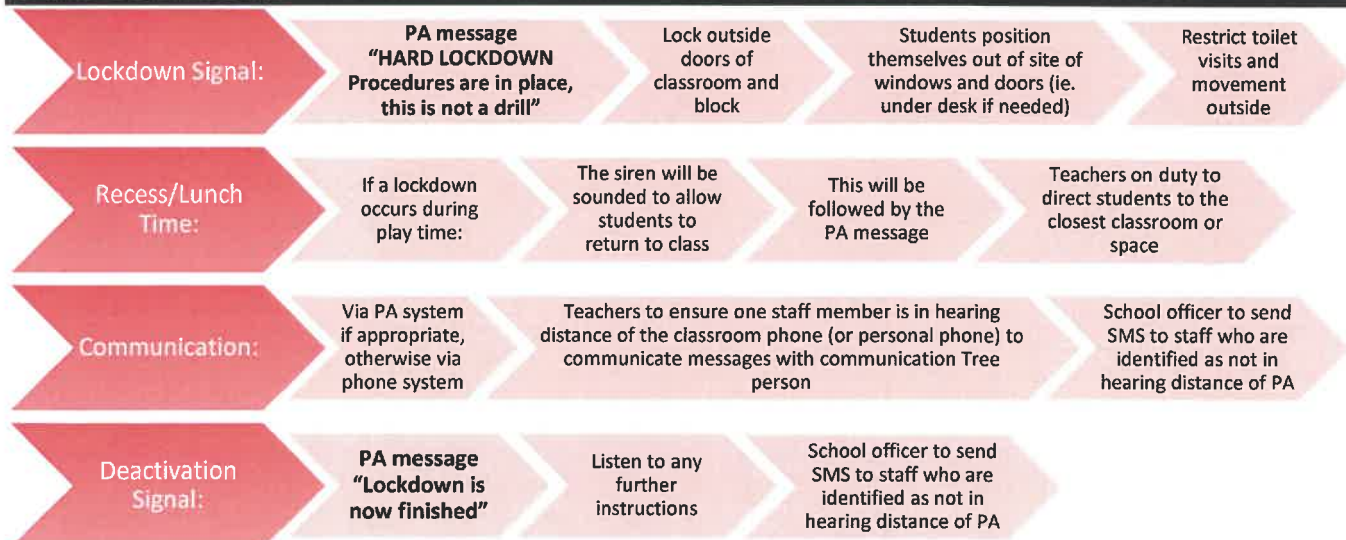
2.2 EMERGENCY LOCKDOWN INFORMATION AND CHECKLIST

Updated 2023

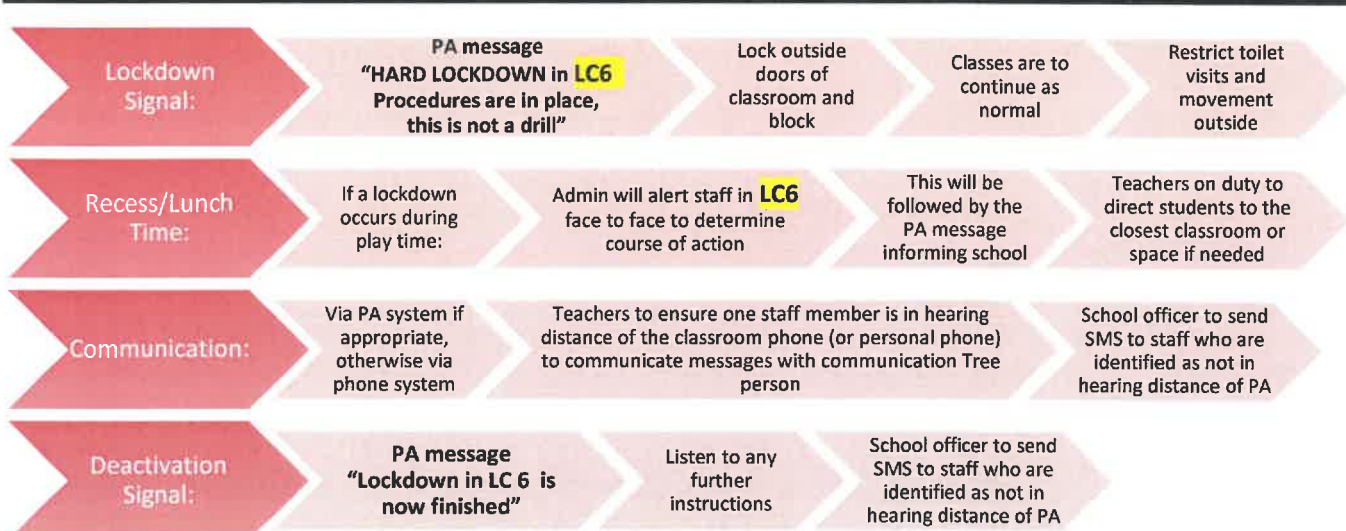
SOFT LOCKDOWN



HARD LOCKDOWN



LC6 LOCKDOWN



HARD LOCKDOWN CHECKLIST

SCHOOL STAFF - Checklist	
Staff actions during a HARD lockdown	Completed
<ul style="list-style-type: none"> • If in class, stay in the classroom 	
<ul style="list-style-type: none"> • If out of class, move to the closest classroom or lockable safe area 	
<ul style="list-style-type: none"> • Staff in LC (room 1, of each LC eg LC5.1, 3.1, 2.1 etc) needs to ensure the Wet Area door is locked to the outside 	
<ul style="list-style-type: none"> • Direct students who are out of class into their regular classroom or nearest lockable area 	
<ul style="list-style-type: none"> • Do not leave your classroom to get students 	
<ul style="list-style-type: none"> • Close and lock the classroom doors 	
<ul style="list-style-type: none"> • Close windows and blinds 	
<ul style="list-style-type: none"> • Turn lights off 	
<ul style="list-style-type: none"> • Keep all people close to the ground (e.g. on the floor) and away from windows and doors. Encourage Education Support students do this if possible, if not congregate in the most protected area in the room with calm toys. 	
<ul style="list-style-type: none"> • Tell students mobile phones and iPads are not to be used and are to be turned off 	
<ul style="list-style-type: none"> • Complete the roll by recording the names of all people in the classroom 	
<ul style="list-style-type: none"> • Stay calm and encourage others to be calm and quiet 	
<ul style="list-style-type: none"> • Teachers stay close to the class phone (or personal mobile if no class phone) to provide information to the principal or line manager, as required when contacted 	
<ul style="list-style-type: none"> • Do not allow any unauthorised people into the room 	
<ul style="list-style-type: none"> • Remain in the room until the de-activation signal is given (Lockdown is now finished) 	
<ul style="list-style-type: none"> • If emergency medication is required, then contact the administration office via the telephone system for advice 	
<ul style="list-style-type: none"> • If a young child needs to use a toilet, consider use of a plastic lined bin or ring Admin for advice 	
<ul style="list-style-type: none"> • When de-activation is signalled listen for/await any specific instructions from the principal or site manager 	
<ul style="list-style-type: none"> • Explain any special instructions (as requested by the principal or site manager) 	
<ul style="list-style-type: none"> • Follow any specific instructions from the principal or site manager 	

3.1 EMERGENCY EVACUATION TYPE 1 COMMUNICATION TREE



Success Primary School

Patrick Laidler 0431 617 541 (OSH)

Co-ordinator Regional Operations

Regional Executive Director

PRINCIPAL
Kristy Mularczyk

Police
Ambulance
LEMC
Local Government

Fire
SES
DOE Security
Hospital

Updated 2023

Response Team

MUSTER POINT 2

Associate Principal
Kaye Blackburn + Rebecca Scoble Wood (Deputy)

Pool #42669	LC6.1 #42661	LC6.2 #42662
LC6.3 #42663	LC6.4 #42664	LC6.5 #42665
LC6 Science #42666	LC2.5 #42625	LC5.1 #42651
LC5.2 #42652	LC6 Wayne Lee 0407 420 335	LC6 Gym #42655
LC5.3 #42653	LC6 Nurse #42693	School Psych #42668
LC5.4 #42654	LC6 Alt Learning Space #42665	LC6 Learning Support Room #42660

MUSTER POINT 1

Deputy Principal 1
Genevieve Caddy

LC3.6 LOTE #42636	LC3.7 #42637
LC3.8/Chaplain #42638	LC3.1 #42631
LC3.2 #42632	LC3.4 #42634
LC3.3 #42633	LC3.5 #42635
Library #42691	Specialist Office #42692
Dental 9499 1938 Mon-Thurs	

Deputy Principal 2
Nat Mc Robb

LC2.1 #42621	LC2.2 #42622
LC2.3 #42623	LC2.4 #42624
LC2.5 #42625	Music #42694
LC 4.0 Art Allison Bell 0439 295 975	LC4.2 #42642
LC4.1 #42641	LC4.3 #42643

Deputy Principal 3
Donna Howat

LC1.1 #42611	LC1.2 #42612
LC1.3 #42613	LC1.4 #42614
LC1.5 #42615	LC7.1 #42671
LC7.2 #42672	LC7.3 #42673
LC7.4 #42674	LC7.5 #42675
PE Clifford Taylor 0466 373 749	

Manager Corporate Services
Sue Criddle

Liaise with Admin Team	Liaise with Services	Liaise with registrars	Gardener Omar Aragon 0402 316 644	Cleaners in Charge Maritza Quintanilla (am) 0406 228 040 Michael Quintanilla (day) 0433 966 203	Canteen #42695	PA Announcement As LC7 classrooms may not hear the siren (NOT APPLICABLE IN THE CASE OF A LOCKDOWN)
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P & C

Council

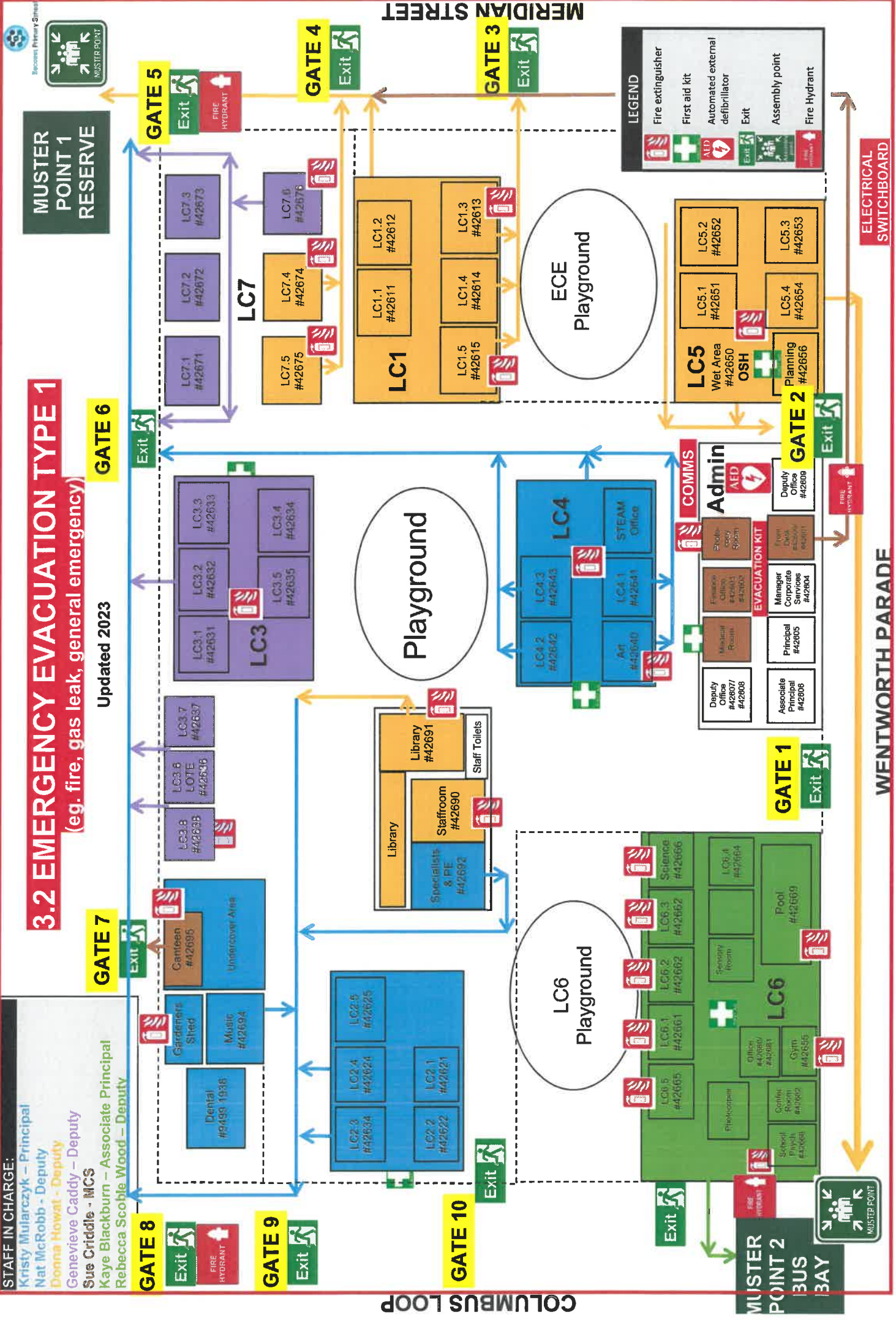
Neighbouring Schools

STAFF IN CHARGE:
 Kristy Mularczyk – Principal
 Nat McRobb - Deputy
 Donna Howat - Deputy
 Genevieve Caddy – Deputy
 Sue Criddle - MCS
 Kaye Blackburn – Associate Principal
 Rebecca Scoble Wood – Deputy

3.2 EMERGENCY EVACUATION TYPE 1

(eg. fire, gas leak, general emergency)

Updated 2023



COLUMBUS LOOP

ELECTRICAL SWITCHBOARD

WENTWORTH PARADE

3.2 EMERGENCY EVACUATION TYPE 1

(eg fire, gas leak, general emergency)

IMPORTANT NOTES

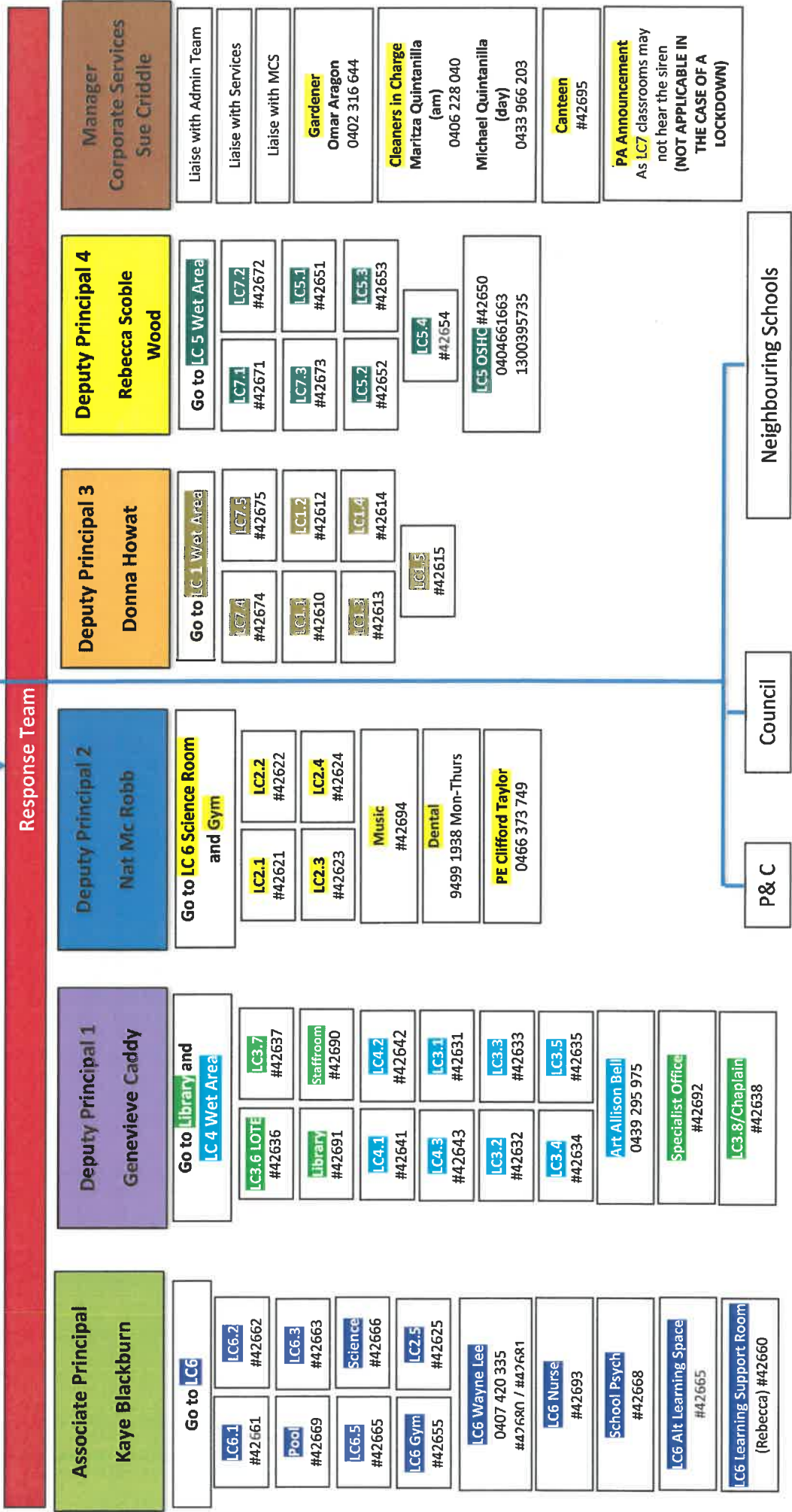
- **Classroom teacher** wears the fluro vest and brings class roll and pen.
- **Students** wear hats (if possible).
- **Teacher** to walk their class to the correct **Muster Point** depending on their location.
- **Students** - have students seated in their lines.
- **Specialist teachers** take the class to the correct **Muster Point** and the classroom teacher will meet the class to take the roll.
- **Staff in each LC** are to do final **check of buildings and toilets** to ensure no staff or students are left behind and ensure building is locked.
- **EAs** who are not appointed to a class or are relief will need to check in with the Manager Corporate Services at **Muster Point 1** to ensure they are accounted for.
- **Deputies** to liaise with each teacher and mark teachers off the staff list as well as check children have been accounted for in each class.
- **School Officers** to exit and bring essential student medication from sick room to **Muster Point 1**.
- **Be aware** - all staff keys will open the school gates.
- **All admin staff** must have their mobile on for communication between muster points.
- **School Nurse / Admin** to alert people in the pool area when the alarm goes off and assist in pool area where necessary
- **Ed Support staff member from each class** to bring essential student medication from classroom to **Muster Points**.

3.3 MOVEMENT PLAN - IN CASE OF EXTERNAL BUSH FIRE COMMUNICATION TREE



Succasas Primary School

Updated 2023

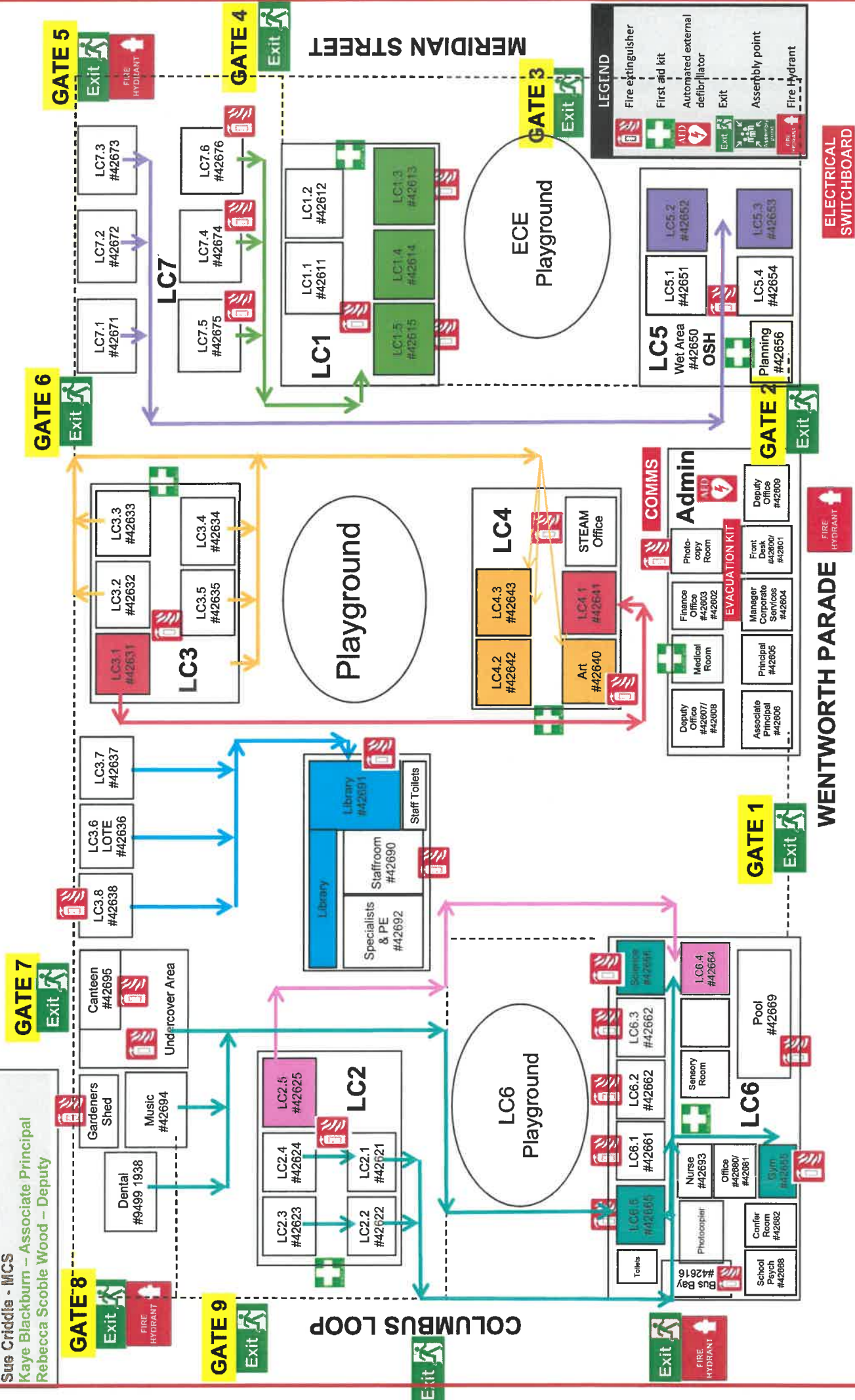


STAFF IN CHARGE:

Kristy Mularczyk – Principal
 Nat McRobb - Deputy
 Donna Howat - Deputy
 Genevieve Caddy – Deputy
 Sue Criddle - MCS
 Kaye Blackburn – Associate Principal
 Rebecca Scoble Wood – Deputy

3.4 MOVEMENT PLAN - IN CASE OF EXTERNAL BUSH FIRE

Bush Fire at the Success Reserve - Updated 2023

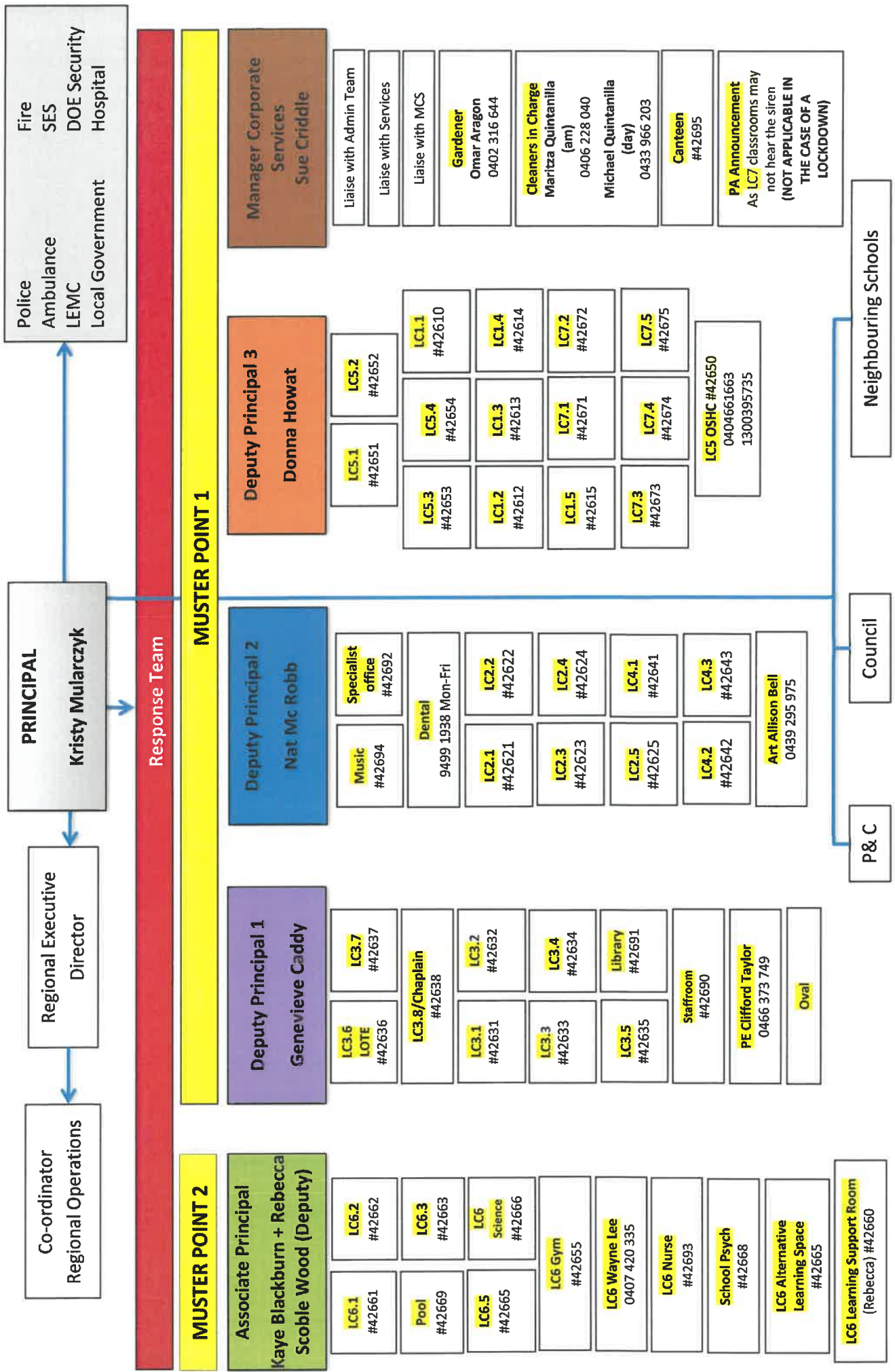


3.5 EVACUATION - IN CASE OF BATTERY FIRE COMMUNICATION TREE



Success Primary School

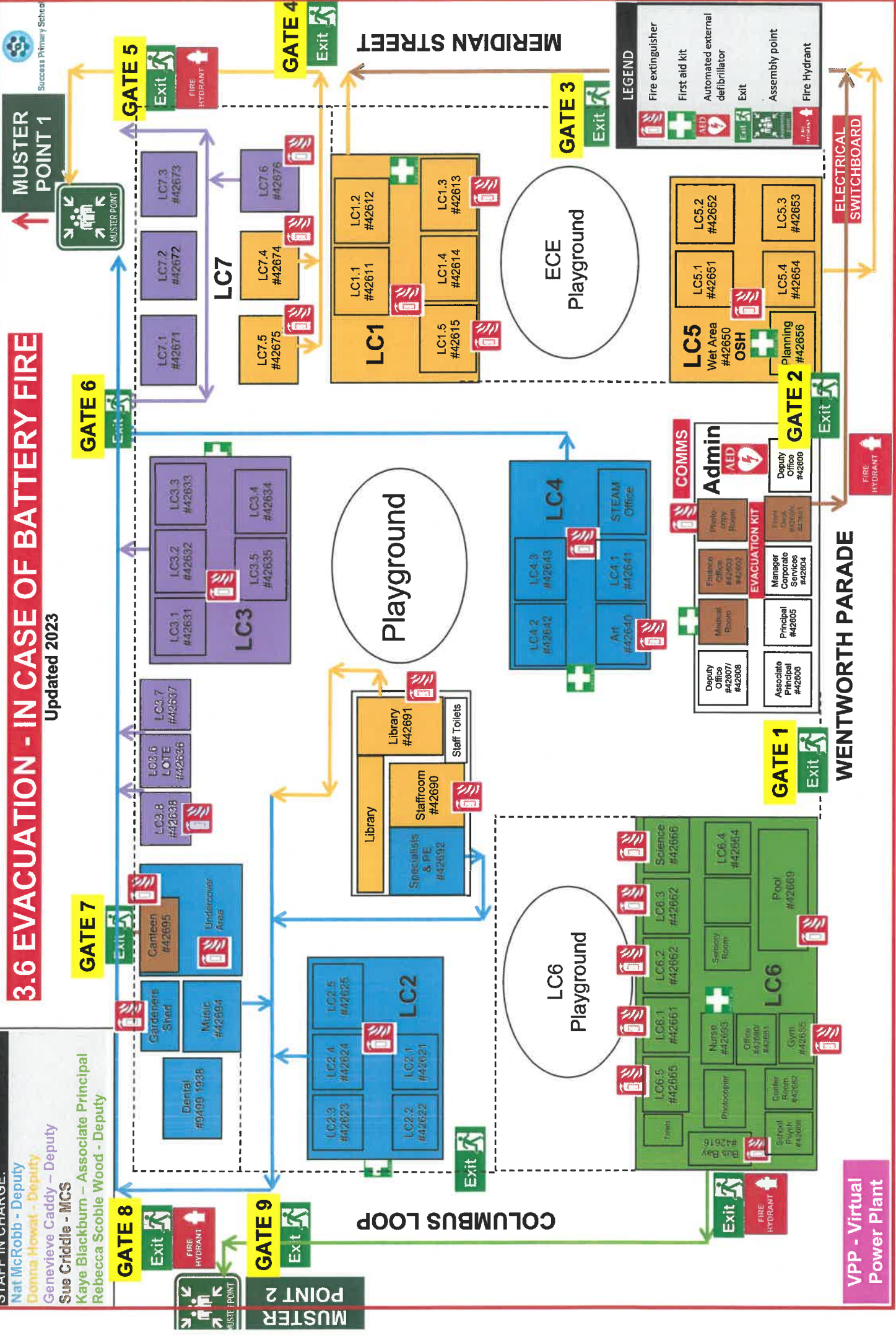
Updated 2023



STAFF IN CHARGE:
Nat McRobb - Deputy
Donna Howat - Deputy
Genevieve Caddy - Deputy
Sue Criddle - MCS
Kaye Blackburn - Associate Principal
Rebecca Scoble Wood - Deputy

3.6 EVACUATION - IN CASE OF BATTERY FIRE

Updated 2023



3.6 EVACUATION - IN CASE OF BATTERY FIRE

IMPORTANT NOTES

- **Raise the alarm.**
- **Alert Principal / Site Manager.**
- **Call DFES (000).**
- **Call Synergy (Cameron Owens 0423 282 447 or James Maxwell 0439 461 247) and provide details of the situation.**
- **Evacuate** everyone from the immediate vicinity of the battery and smoke. It is recommended that everyone in Admin and LC6 blocks be evacuated as a precaution to a muster point that is not downwind. Staff and students in other blocks may take shelter inside buildings, with all doors and windows closed (unless otherwise advised by DFES).
- **Classroom teacher** wears the fluoro vest and brings class roll and pen.
- **Teacher** to walk their class to the correct **Muster Point** depending on their location. If **Muster Point** is downwind of the smoke, move to the alternate **Muster Point**.
- **Students** - have students seated in their lines.
- **Specialist teachers** take the class to the correct **Muster Point** and the classroom teacher will meet the class to take the roll.
- **Staff in each LC** are to do final check of buildings to ensure no staff or students are left behind and ensure building is locked.
- **EAs** who are not appointed to a class or are relief will need to check in with the Manager Corporate Services at **Muster Point 1** to ensure they are accounted for.
- **Deputies** to liaise with each teacher and mark teachers off the staff list as well as check children have been accounted for in each class.
- **School Officers** to exit and bring student medication from sick room to **Muster Point 1**
- **Be aware** - all staff keys will open the school gates.
- **All admin staff** must have their mobile on for communication between muster points.
- **School Nurse** to alert people in the pool area when the alarm goes off and assist in pool area where necessary
- **School Nurse** to bring essential student medication from LC6 exit to **Muster Point 2**.



4. CATASTROPHIC FIRE DANGER RESPONSE PLAN

Updated 2023

The catastrophic Bushfire Danger Response Plan

Current Risk rating for Success PS – EXTREME

If advised my Emergency Services/ Admin to activate

1. Movement Plan for onsite movement away from Fire risk area.
2. Evacuation plan – after busses have called and ETA indicated, Admin will active an Evacuation plan with Muster Point Locations indicated.

SCHOOL STAFF - CHECKLIST

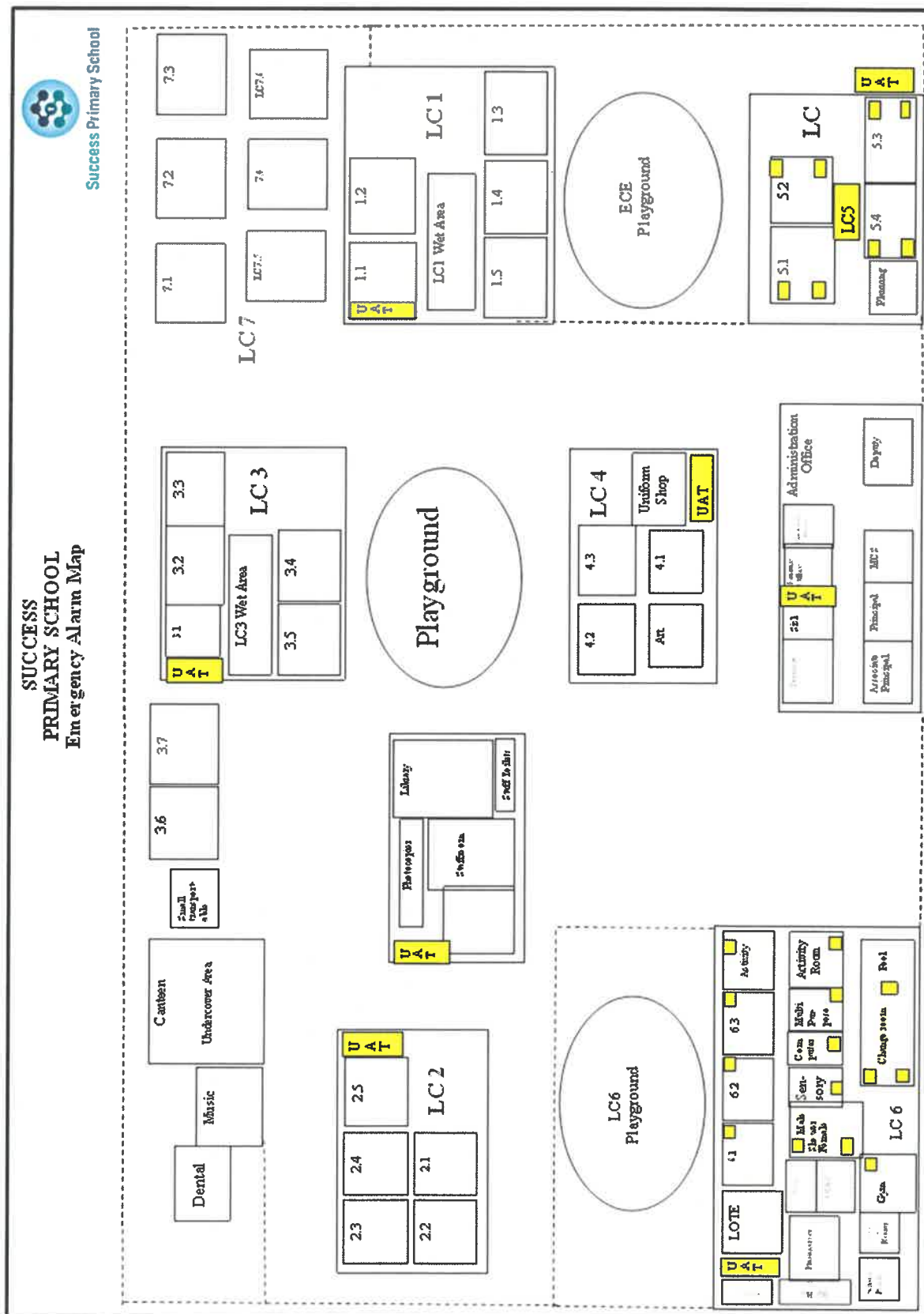
1. Staff will be informed through PA messages and Admin staff face-to-face to update staff to the possibility of the need to implement the **Bush Fire Movement or Evacuation plan**. As a final confirmation a message will come over the PA stating: **'We will be implementing the Bush Fire ----- Plan – this is a drill' – repeated OR 'this is not a drill'**
2. Before movements:
 - o Turn off air conditioners in rooms you are exiting.
 - o Ensure all students are accounted for (checklist).
 - o Staff will ensure they are aware of all students with asthma and medical conditions and bring the medication and plans with them.
 - o Students can bring their water bottle and hats.
 - o Teachers may choose to bring something to engage students in, ie a book to read (in a real situation students may be in the area for a period of time).
3. An Admin Member will follow the announced **Communication Tree** and plan for Movement or Evacuation and will administer the MUSTER Point checklist:
 - a. If all students are accounted for.
 - b. If student medical information and equipment, ie asthma puffers have been brought.
 - c. If you have turned off lights and air conditioners in vacated rooms.
 - d. If there are any extra personnel with your class.
4. Principal will:
 - o Liaise with Regional Executive Director and emergency services.
 - o Collate information and liaise with Associate Principal, Manager of Corporate Services, and Deputies.
5. Manager of Corporate Services will:
 - o Use Communication Tree to contact staff members not aligned with classrooms, to ensure they are in a safe area.
 - o Liaise with Principal and Emergency Services.
 - o Coordinate parent enquiries.
6. A message over the PA will indicate when staff and students can return to their classrooms.



5.1 EMERGENCY MEDICAL PROCEDURES SEIZURE MANAGEMENT

Emergency Alarm Map

(Updated 2022)



5.2 IN THE EVENT OF A SEIZURE – IN CLASS OR PLAYGROUND



Success Primary School

EMERGENCY RESPONSE PROCEDURE



IN THE EVENT OF A SEIZURE – IN CLASS OR PLAYGROUND

1

- ALL STAFF must be familiar with Seizure Management Plan (SMP).
- ALL STAFF must know location of medication and equipment.
- Each class staff member has a role as per below.

2

• **FIRST RESPONDER (person A):**

- Alerts class staff to seizure occurring.
- Stays with the student.
- Keeps them safe from injury.
- Allocates staff member to retrieve medication.

3

• **RECORDER (person B):**

- Records time and duration of seizure (can be noted on student's arm with a sharpie and/or notebook in medical box).

4

• **COMMUNICATOR (person C):**

- Presses emergency button.
- Calls office and notifies of emergency.
- Must carry a phone.
- Calls parents and ambulance if needed.

5

• **ADMINISTERING MEDICATION (person D):**

- Administers emergency medication as per Seizure Management Plan (SMP).
- Preferably a staff member who has been trained and signed off.

6

• **STUDENT SUPPORT:**

- 2 x staff and attending admin negotiate placement of remaining class students to another class.
- Return to class and support with other roles.

Emergency equipment:

To be brought with the Student at all times:

- Emergency medication
- SMP
- Gloves
- Notebook
- Sharpie
- Phone
- Timer
- Tissues

Phone Script – Ambulance

000:

They will ask the following questions:

- Seizure (age) year old boy/girl
- Address of school
' (390 Wentworth Parade, Success)
- Has medication been administered?

Phone Script - Parent:

- (Name) is having a seizure
- Seizure information (time, duration so far)
- Has medication been given?
- Ask parent to come in to school

Stretchers are available for student transport in LC5.3 (bathroom)

5.3 IN THE EVENT OF A SEIZURE - IN THE POOL



Success Primary School

EMERGENCY RESPONSE PROCEDURE



IN THE EVENT OF A SEIZURE – IN THE POOL

1

- ALL STAFF must be familiar with Seizure Management Plan (SMP).
- ALL STAFF must know location of medication and equipment.
- Each class staff member has a role as per below.

2

• **FIRST RESPONDER (person A):**

- Alerts class staff to seizure occurring.
- Keeps student safe.
- Floats student to edge of the pool.
- **Person D** gets foam mat for **person A**.

3

• **RECORDER (person B):**

- Has medication on hand.
- Records time and duration of seizure (notebook in medical box).
- Receives float mat on the edge of the pool.

4

• **COMMUNICATOR (person C):**

- Presses emergency button.
- Calls office and notifies of emergency.
- Must carry a phone.
- Calls parents and ambulance if needed.

5

• **ADMINISTERING MEDICATION (person D):**

- Administers emergency medication as per Seizure Management Plan (SMP).
- Preferably a staff member who has been trained and signed off.
- Ask someone to get beige change table from changeroom when safe to move student.

6

• **PERSON C, POOL EA:**

- Maintain duty of care for remaining students.
- Assist with getting students out of the pool, dressing and returning to class if required.

Stretchers are
available for
student
transport in
LC5.3
(bathroom)

Emergency equipment:

To be brought with the Student at all times:

- Emergency medication
- SMP
- Gloves
- Notebook
- Sharpie
- Phone
- Timer
- Tissues

Phone Script – Ambulance

000:

They will ask the following questions:

- Seizure (age) year old boy/girl
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: (390 Wentworth Parade, Success)
- Has medication been administered?

Phone Script - Parent:

- (Name) is having a seizure
- Seizure information (time, duration so far)
- Has medication been given?
- Ask parent to come in to school



EMERGENCY RESPONSE PROCEDURE



FIRST RESPONDER

If you identify a student who is requiring either urgent medical care please do 1, 2, 3 below and adjust other steps as required:

1

- Lie (for anaphylaxis) / sit (for asthma) student down and stay with the student

2

- Use your phone to call for help.
- School number is **6174 2600** to speak to a school officer.

3

- First responder states the following to a school officer:
 - My name is _____ (provide your name).
 - This is an emergency. I need an EpiPen or _____ (specify medication).
 - The student's name is _____ (provide full name). They are in year ___ LC ___.
 - We are located at _____ (provide precise information about your location).

4

- As a first responder, clarify help is on its way to support you, then state:
I am going to hang up now and call an ambulance now.
(Ambulance must be called for EpiPen administration)

5

- Then hang up and call 000. Send Ambulance To Admin Block:
Success Primary School, 390 Wentworth Parade, Success.

6

- The ambulance will be directed to your exact location.

7

- Once EpiPen arrives assist as required. Immediately write on student's hand the time medication given.

8

- Continue to speak with 000 operator for guidance.

9

- Administer second EpiPen if advised. Write on hand.

5.5 ANAPHYLAXIS ACTION PLAN

ascia

australian society of clinical immunology and allergy

www.allergy.org.au

ACTION PLAN FOR

Anaphylaxis

Name: _____

Date of birth: _____

Photo

Confirmed allergens:

Family/emergency contact name(s):

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by:

Dr _____

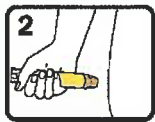
Signed _____

Date: _____

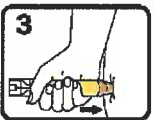
How to give EpiPen® or EpiPen® Jr



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



PLACE ORANGE END against outer mid-thigh (with or without clothing).



PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.



REMOVE EpiPen®. Massage injection site for 10 seconds.

© ASCIA 2011. This plan was developed by ASCIA

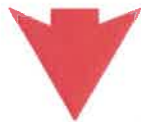
for use with EpiPen® or EpiPen® Jr adrenaline autoinjectors (with blue safety release and orange needle end)

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks
- Stay with person and call for help
- Give medications (if prescribed)
- Dose:
- Locate EpiPen® or EpiPen® Jr
- Contact family/emergency contact



Watch for any one of the following signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)

ACTION

- 1 Lay person flat, do not stand or walk. If breathing is difficult allow to sit
- 2 Give EpiPen® or EpiPen® Jr
- 3 Phone ambulance*- 000 (AU), 111 (NZ), 112 (mobile)
- 4 Contact family/emergency contact
- 5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give EpiPen® or EpiPen® Jr

EpiPen® Jr is generally prescribed for children aged 1-5 years.

*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

5.6 ASTHMA FIRST AID

Asthma First Aid

1 Sit the person upright

- Be calm and reassuring
- Do not leave them alone



2 Give 4 separate puffs of blue/grey reliever puffer

- Shake puffer
 - Put 1 puff into spacer
 - Take 4 breaths from spacer
- Repeat until 4 puffs have been taken

Remember: Shake, 1 puff, 4 breaths

OR give 2 separate doses of a Bricanyl inhaler (age 6 & over) or a Symbicort inhaler (over 12)



3 Wait 4 minutes

- If there is no improvement, give 4 more separate puffs of blue/grey reliever as above

OR give 1 more dose of Bricanyl or Symbicort inhaler



4 If there is still no improvement call emergency assistance - Dial Triple Zero (000)

- Say 'ambulance' and that someone is having an asthma attack
- Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives

OR give 1 dose of a Bricanyl or Symbicort every 4 minutes - up to 3 more doses of Symbicort



Call emergency assistance immediately - Dial Triple Zero (000)

- If the person is not breathing
- If the person's asthma suddenly becomes worse or is not improving
- If the person is having an asthma attack and a reliever is not available
- If you are not sure if it's asthma
- If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma



Contact your local Asthma Foundation

1800 ASTHMA Helpline (1800 278 462) asthmaaustralia.org.au

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Translating and
Interpreting Service
131 450

AACFD016 Care Plan for Rd-Care-Serv Ag.indd 1 07 March 2017

6. NOTES

6. NOTES