

**Emergency  
Management Plan  
2018-2019**

Melbourne Chinese Ethnic School

Springvale

Burwood

Footscray



**MELBOURNE CHINESE ETHNIC  
SCHOOL**

**Assessing School Number: 01828**

## Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Melbourne Chinese Ethnic School will prepare for and respond to emergency situations. The school must ensure that all staff and volunteers have a clear understanding of this EMP and its procedures; that the staff and volunteers are trained in these procedures; and that emergency procedures are tested at regular intervals.

*Note: This document is based on the Department of Education and Training's Emergency Management Planning documentation for government schools.*

## Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at the school.

<b>Name of Principal:</b>	Peixia Mo
<b>Physical Address of Campus:</b>	<b>Burwood Campus:</b> Forst Hill College Mahonys Road, Burwood East Victoria  <b>Footscray Campus:</b> Gilmore College for Girls 298 Barkly Street, Footscray Victoria  <b>Springvale Campus:</b> Westall Secondary College Rosebank Avenue, Clayton South Victoria
<b>Date Approved by Principal:</b>	01 <sup>st</sup> July 2018
<b>Next Review Date:</b>	01 <sup>st</sup> July 2019

## Distribution

A copy of this EMP has been distributed to ESAV and other applicable organisation(s), e.g. building owners, as required:

Name	Position & Organisation Name	Date Sent	Email Address
Fahry Abubaker	Executive Officer, ESAV		<a href="mailto:info@esav.org.au">info@esav.org.au</a>

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## IN AN EMERGENCY

***Call***  
**Police, Ambulance,  
Fire Services**

**DIAL 000**

***For advice call***  
**Organisational  
Contact**

<Insert your relevant organisational contact details  
(e.g. principal's name and mobile)>

***Convene your***  
**Incident Management Team**

## 2. EMERGENCY CONTACTS

### 2.1. COMMUNITY LANGUAGE SCHOOL CONTACTS

Burwood

Key Roles	Name	Mobile
Principal	Peixia Mo	0425 389 484
Assistant Principal/s	Shirley Lixuan Ye	0401 683 130
Business Manager		
Year Level Coordinators		
First Aid Officer	Peixia Mo	0425 389 484
School Council President		
Child Safety Officer	Shirley Lixuan Ye	0401 683 130

Springvale

Key Roles	Name	Mobile
Principal	Peixia Mo	0425 389 484
Assistant Principal/s	Kangning Zheng	0449 911 107
Business Manager		
Year Level Coordinators		
First Aid Officer	Christine Wen Liu	0433 773 556
School Council President		
Child Safety Officer	Kangning Zheng	0449 911 107

Footscray

Key Roles	Name	Mobile
Principal	Peixia Mo	0425 389 484
Assistant Principal/s	Hua Jiang	
Business Manager		
Year Level Coordinators		
First Aid Officer	Dangrong Xie	0406 520 018
School Council President		
Child Safety Officer	Hua Jiang	0409 168 388

## 2.2. LOCAL/OTHER ORGANISATIONS CONTACTS

Burwood:

Contact	Phone
Police Station	(03) 8847 3600
Hospital/s	Peter James Centre, Cnr. Mahoneys Road and Burwood Highway, Burwood East VIC 3151. (03) 9881 1888
Gas Provider	
Electricity Provider	
Water Corporation	
School Plumber	
School Electrician	
ESAV	9349 2683
SES (flood, storm and earthquake)	13 25 00
Worksafe Victoria	13 23 60

Springvale:

Contact	Phone
Police Station	(03) 8558 8600
Hospital/s	Monash Health 1300 342 273
Gas Provider	
Electricity Provider	
Water Corporation	
School Plumber	
School Electrician	
ESAV	9349 2683
SES (flood, storm and earthquake)	13 25 00
Worksafe Victoria	13 23 60

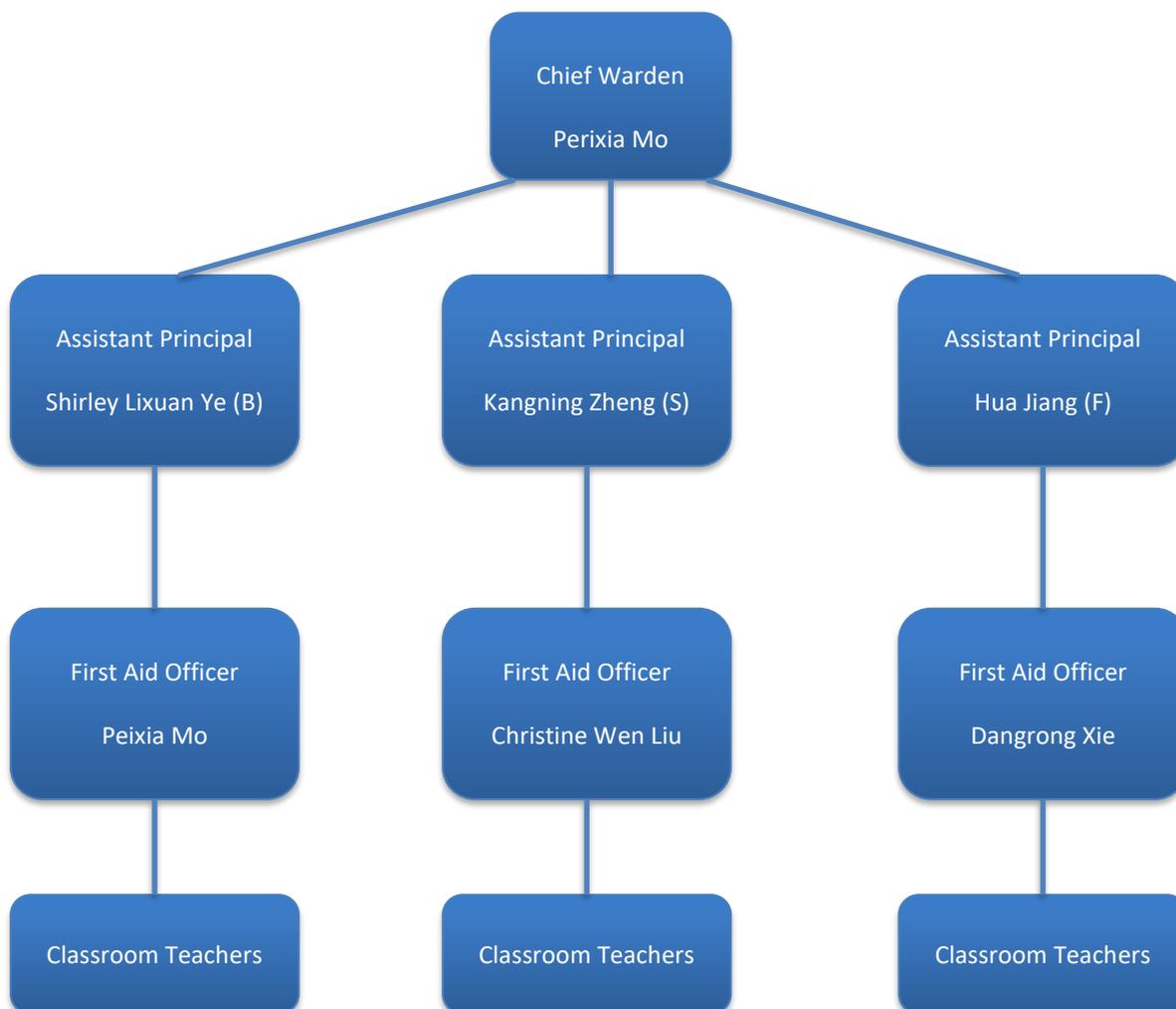
Footscray:

Contact	Phone
Police Station	(03) 8398 9800
Hospital/s	Footscray Hospital (03) 8345 6666
Gas Provider	
Electricity Provider	
Water Corporation	
School Plumber	
School Electrician	
ESAV	9349 2683
SES (flood, storm and earthquake)	13 25 00
Worksafe Victoria	13 23 60

### 3. INCIDENT MANAGEMENT TEAM

#### 3.1. INCIDENT MANAGEMENT TEAM STRUCTURE

Each community language school should assign roles to individuals who will be responsible for co-ordinating or assisting in an emergency. Those individuals with particular roles in an emergency situation form the Incident Management Team (IMT). The primary role is the role of Chief Warden, who will oversee all emergency procedures. The Chief Warden may or may not be the principal of the school. Other suggested roles include: First Aid Officer - responsible for administering and/or coordinating the administration of first aid as needed.



#### 3.2. INCIDENT MANAGEMENT TEAM CONTACT DETAILS

Position	Name	Mobile
Chief Warden	Peixia Mo	0425 389 484
Assistant Principal	Shirley Lixuan Ye (B)	0401 683 130
	Kangning Zheng (S)	0449 911 107
	Hua Jiang (F)	0409 168 388
First Aid officer	Peixia Mo (B)	0425 389 484

	Christine Wen Liu (S) Dangrong Xie (F)	0433 773 556 0406 520 018
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### 3.3. RESPONSIBILITIES OF THE CHIEF WARDEN

The designated Chief Warden will take initial charge of an emergency and delegate the other IMT responsibilities until emergency services arrive and take control of the incident.

#### Pre-emergency

- Maintain current contact details of Incident Management Team members.
- Ensure IMT members are aware of their responsibilities.
- Ensure that the list of students/staff with special needs is up-to-date.
- Ensure that the list of staff trained in first aid is up-to-date.
- Ensure the emergency response procedures are kept up-to-date.
- Conduct regular exercises/drills.

#### During emergency

- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene the IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

#### Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure that a record of the emergency (including steps taken and outcome), is kept on file and a copy forwarded to ESAV.

### 3.4. STAFF WITH FIRST AID QUALIFICATIONS

Staff Member	Qualifications and level	Date Qualified until
JingJing Chen	HLTAID001 Provide cardiopulmonary resuscitation	20/04/2019
	HLTAID003 PROVIDE FIRST AID	17/02/2019
Peixia Mo	HLTAID001 Provided Cardiopulmonary resuscitation	26/03/2019
	HLTAID003 PROVIDE FIRST AID	26/03/2020
Dangrong Xie	HLTAID001 Provided Cardiopulmonary resuscitation	29/07/2018
	HLTAID002 Provide Basic emergency life support	29/07/2019
	HLTAID003 PROVIDE FIRST AID	
Christine Wen Liu	HLTAID001 Provided Cardiopulmonary	26/03/2019

	resuscitation HLTAID003 PROVIDE FIRST AID	26/03/2020
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### 3.5. STUDENTS AND STAFF WITH SPECIAL NEEDS

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove student and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Students				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Evan Gou	Burwood Room H5	Skin Allergy	Apply cream to itchy area	First Aid Officer

Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

## 4. GENERAL EMERGENCY RESPONSE PROCEDURES

### 4.1. ON-SITE EVACUATION PROCEDURE

When it is unsafe for students, staff and visitors to remain inside the community language school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000 for emergency services and seek and follow advice.**
- Take your student and staff attendance lists, a copy of this EMP and your emergency kit/first aid kit.
- Evacuate to a nominated assembly point marked on your area/evacuation maps.
- Check all students, staff and visitors are accounted for.
- Ensure communication with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

### 4.2. LOCK-DOWN PROCEDURE

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety, the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000 for emergency services and seek and follow advice.**
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Divert parents and returning groups from the community language school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the community language school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- Ensure any students, staff or visitors with medical or other needs are supported.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your organisation if required.
- Maintain a record of actions/decisions undertaken and times.

## 5. RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES

### 5.1. BUILDING FIRE

- **Call 000 for emergency services and seek and follow advice.**
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden.
- Extinguish the fire (only if safe to do so).
- Evacuate to an assembly point marked on your area and evacuation maps, closing all doors and windows.
- Check that all students, staff and visitors are accounted for.
- Contact parents as required.

### 5.2. BUSHFIRE

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
  - Make sure you close all doors and windows
  - Turn off power and gas.
- Check that all students, staff and visitors are accounted for.
- Listen to TV or local radio on battery-powered devices for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Contact parents as required.

### 5.3. MAJOR EXTERNAL EMISSIONS/SPILL (INCLUDES GAS LEAKS)

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to an assembly point marked on your evacuation and area maps. This may be an off-site location.
- Check that all students, staff and visitors are accounted for.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Contact parents as required.

### 5.4. INTRUDER

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.

- Determine whether evacuation or lock-down is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Contact parents as required.

## 5.5. BOMB/SUBSTANCE THREAT

### If a suspicious object is found or the threat identifies the location of a bomb

- Immediately clear and cordon off the area in the vicinity of the object.
- **Call 000 for police and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.
- Do not approach, touch, tilt or tamper with the object.

### If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - **call 000 for police on a separate phone**
  - notify the Chief Warden/principal
- Listen carefully for a full description and take note of:
  - gender of caller
  - age of caller
  - accents or speech impediments
  - background noises
  - words/voices of people in the background (gender, age, accents, speech impediments)
  - key phrases used
  - whether the threat is automated/robotic/taped/recorded.
- Ask the caller:
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/the substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- Provide this information to the police.
- Implement evacuation procedures.

### If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- **Call 000 for police and seek and follow advice**
- Report the emergency immediately to the Chief Warden.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation procedures.

### **If a bomb/substance threat is received electronically e.g. by email:**

- **DO NOT DELETE THE MESSAGE**
- **Call 000 for police and seek and follow advice**
- Report the emergency immediately to the Chief Warden.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation procedures.

### **If you are at the site of an explosion**

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation procedures. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested

## **5.6. INTERNAL EMISSION/SPILL**

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.

## **5.7. SEVERE WEATHER EVENT**

- **Call 000 if emergency services are needed and seek and follow advice.**
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
  - Remain in the building and keep away from windows
  - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered devices for weather warnings and advice.

### **After the severe weather event**

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.

## 5.8. EARTHQUAKE

- **Call 000 if emergency services are needed and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.

### If outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

### If inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
  - DROP to the ground.
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
  - HOLD on until the shaking stops.

### After the earthquake

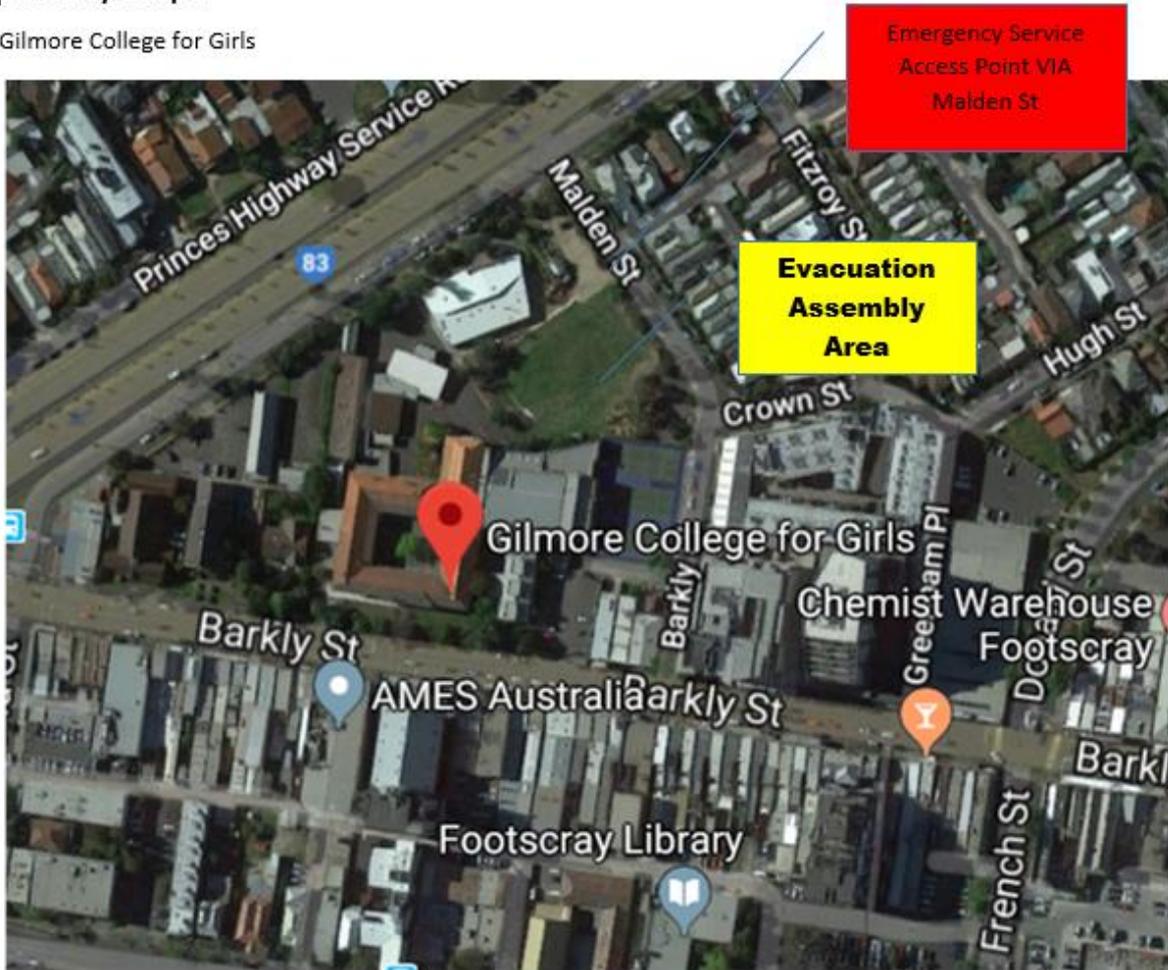
- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the community language school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

## 6. AREA MAP

### Footscray Campus:

Footscray Campus

Gilmore College for Girls



### Burwood Campus:

**Burwood Campus**

Forest Hill Secondary College



**Springvale Campus:**

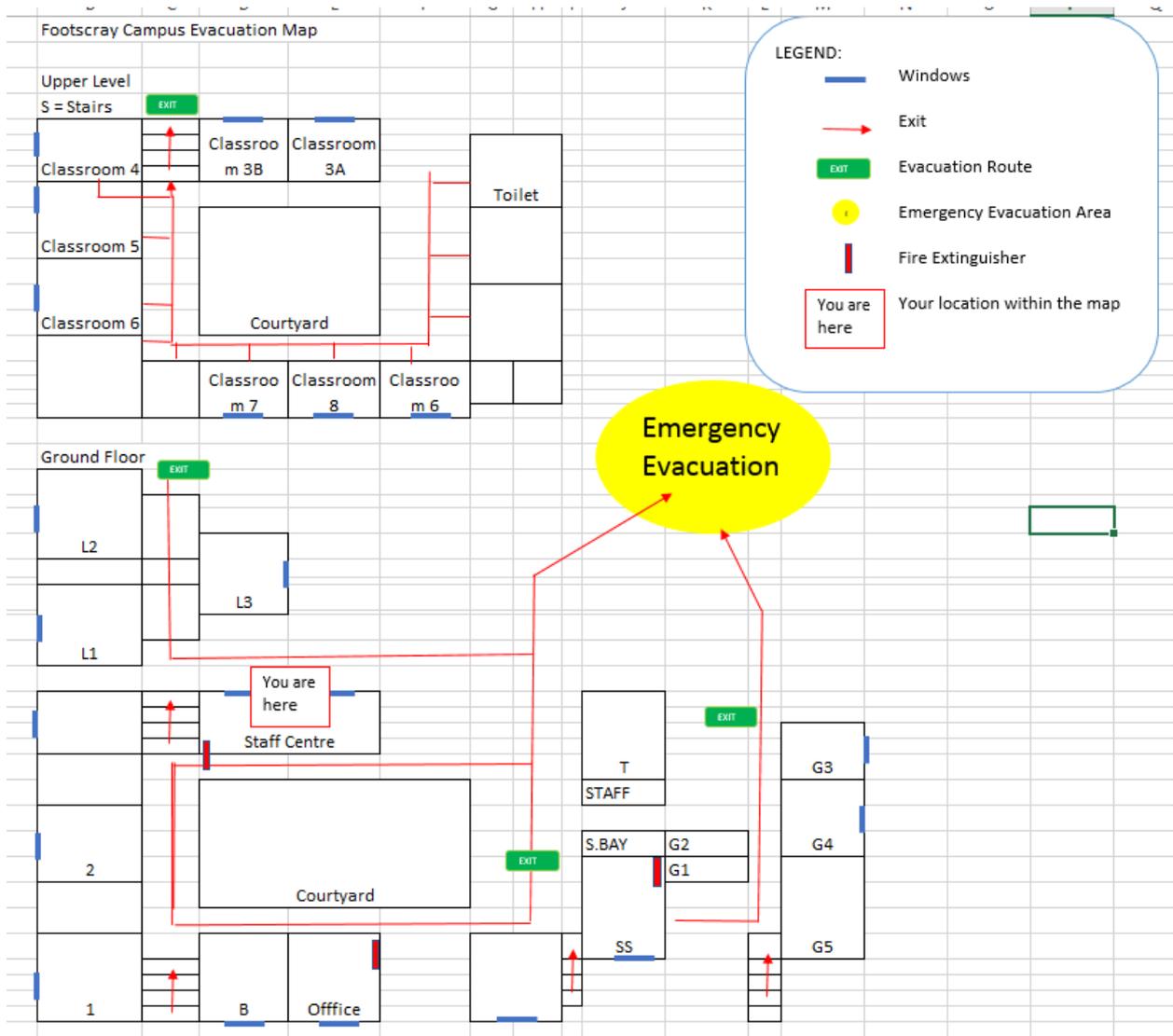
Springvale Campus

Westall Secondary College



## 7. EVACUATION PLAN

Footscray Campus:

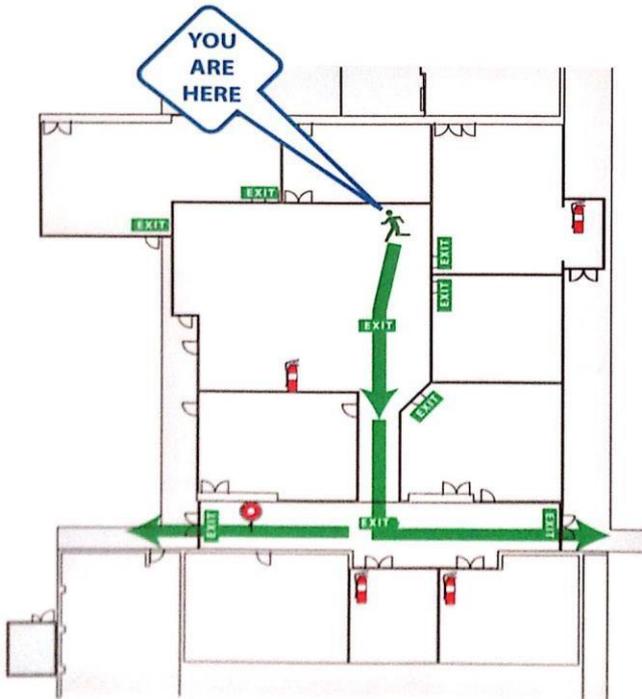


Burwood Campus:

# EVACUATION DIAGRAM

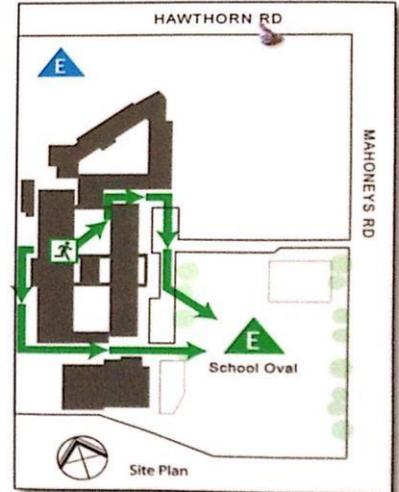
FOREST HILL COLLEGE 178-180 MAHONEYS RD, BURWOOD

Plan drawn 18/08/14 by AKH  
**FIRE MARSHALL**  
 FIRE PROTECTION CONSULTANTS  
 34 Thian Drive, Carrum Downs 3201  
 Ph: (03) 9775 0913 Fax: (03) 9775 0914  
 Email: sales@firemarshall.com.au  
 www.firemarshall.com.au



**Legend**

	Hydrant
	Booster
	Hose reel
	Fire Blanket
	Switch Board
	First Aid Kit
	Foil Extinguisher
	Dry Chemical Extinguisher
	Water Extinguisher
	CO2 Extinguisher
	Emergency Exit
	Primary Assembly Area
	Secondary Assembly Area



### STANDARD FIRE ORDERS

<b>1</b> If safe, assist anyone in immediate danger		<b>4</b> If safe, extinguish fire DO NOT PLACE YOURSELF IN DANGER!!	
<b>2</b> Close the door to isolate fire and smoke		<b>5</b> If unsafe, consider evacuation to Assembly Area	
<b>3</b> Call the Fire Brigade on: <b>000</b>		<b>6</b> Remain at assembly area. Account for all occupants.	

Springvale Campus:

## CODE RED EVACUATION CLASSROOM ACTION CARD

1. Students are to remain seated and calm
2. Close windows and doors if possible but do not lock
3. Check Storerooms and Computer Pods
4. Collect valuable i.e. laptops; wallets etc
5. Count students for evacuation. **NEVER LEAVE STUDENTS UNATTENDED**
6. Ensure students **DO NOT** use their mobile phones.
7. Close but do not lock doors.
8. Assist any person in immediate danger, if safe to do so.
9. Evacuate students in class groups to the school oval (or other specified Evacuation Area) via the most direct route. Avoid dangerous areas.
10. On arrival at the school oval assemble area, students are to reassemble in Home Groups behind their Home Group Sign. ES and Teaching staff with unassigned classes, to stand with Incident Controller.
11. Year Level Coordinators to collect Home Group Rolls from Secondary Teacher's Assistant and assign the marking of Home Group Rolls to staff teaching their Year Level at the time of evacuation.
12. Year Level Coordinators to oversee the attendance process (marking of rolls) and report any absences to Incident Controller.  
NOTE: Incident Controller is the Principal or if not available their delegate.
13. During inclement weather the students may be evacuated to the Sports Centre.

### IN CASE OF A FIRE

1. Gather details - Where? Who? What?
2. Contact Senior Management beginning with the Principal – if unavailable the subsequent next senior staff member (they will take charge from this point)
  - David Tyson Ext No. 105 MOB: 0419 524 971
  - Eva Kesidis Ext No. 107 MOB: 0438 578 141
  - Laura Scott Ext No. 106 MOB: 0419 422 731
  - Margaret Bell Ext No. 106
  - Kathy Nicholson Ext No. 108 MOB: 0407 889 505
3. Telephone Westall Primary School 9546 8964  
– advise situation (drill or other)
4. Office Staff to take from the Office area – Visitor Sign in book, Full student details, Staff sign in book, and Staff Absence List

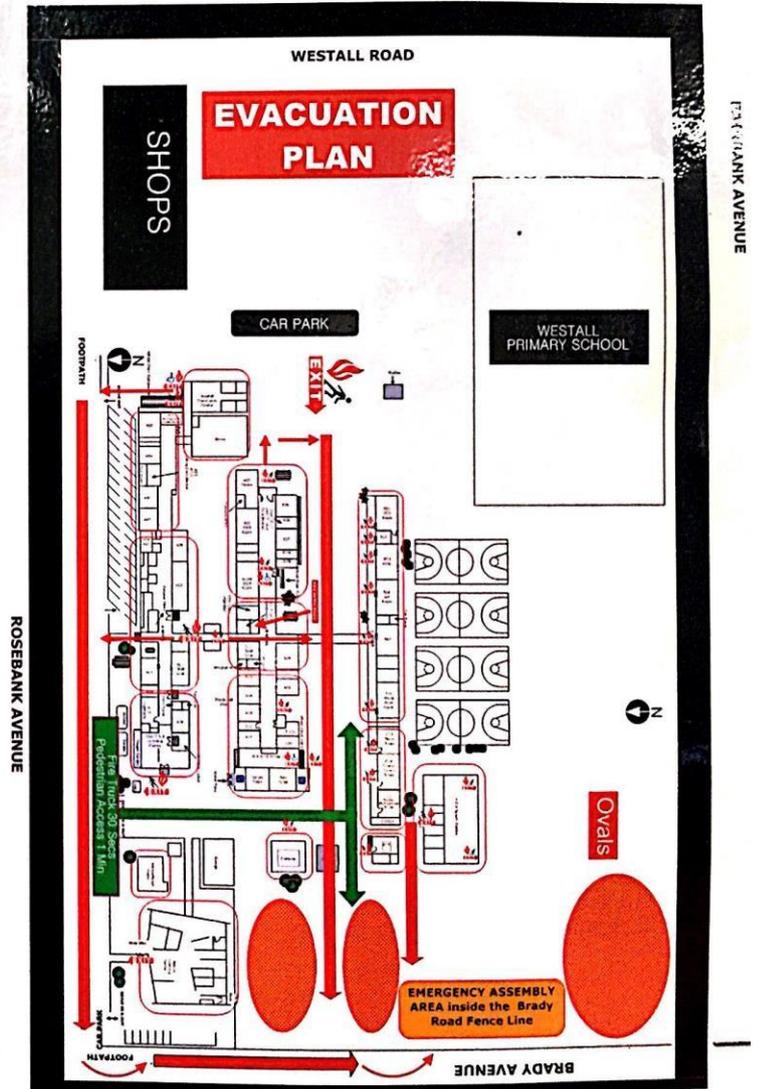
### UPON LEAVING THE OFFICE

5. Switch the phones to night
6. Power off
7. Lights off
8. Lock windows and doors
9. Evacuate – or Lockdown (sit on floor away from window)

\\office\DAVID TYSON 'O' DRIVE\EMERGENCY PLANS ALL RED BLACK ETC\CODE RED EVACUATION\CODE RED ACTION



## Westall Secondary College Emergency Evacuation Map CODE RED



Date Area Map Validated:

01<sup>st</sup> July 2018