

# Emergency Management Plan 2018-2019

The Melbourne International School of Japanese, Inc



## Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how The Melbourne International School of Japanese 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>	Ms. Toshie Shimazoe-Grizelj
<b>Physical Address of Campus:</b>	Riley Street Oakleigh South VIC 3167
<b>Date Approved by Principal:</b>	28 July 2018
<b>Next Review Date:</b>	17 November 2018

## 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	29/07/2018	<a href="mailto:info@esav.org.au">info@esav.org.au</a>
Ron Cantlon	Principal, Oakleigh South Primary School	30/07/2018	<a href="mailto:cantlon.ron.r@edumail.vic.gov.au">cantlon.ron.r@edumail.vic.gov.au</a>
School Staff	Teaching and office staff	30/07/2018	<a href="#">By emails</a>
School Committee	Committee members	30/07/2018	<a href="#">By emails</a>

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## IN AN EMERGENCY

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

**DIAL 000**

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

**0425 881 600**  
**Ms. Toshie Shimazoe-Grizelj  
Principal**

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

## 2. EMERGENCY CONTACTS

### 2.1. COMMUNITY LANGUAGE SCHOOL CONTACTS

Key Roles	Name	Contact
Principal	Ms. Toshie Shimazoe-Grizelj	0425 881 600
Assistant Principal/s	(currently not appointed)	
Office Manager	Mr. Satoshi Tsubakidani	0424 388 864
Assistant Manager	Ms. Hitomi Ogawa	0420 881 334
First Aid Officer	Mr. Satoshi Tsubakidani	0424 388 864
School Council President	Ms. Kanae Okuyama	president@misj.org.au
Child Safety Officer	Mr. Satoshi Tsubakidani	0424 388 864

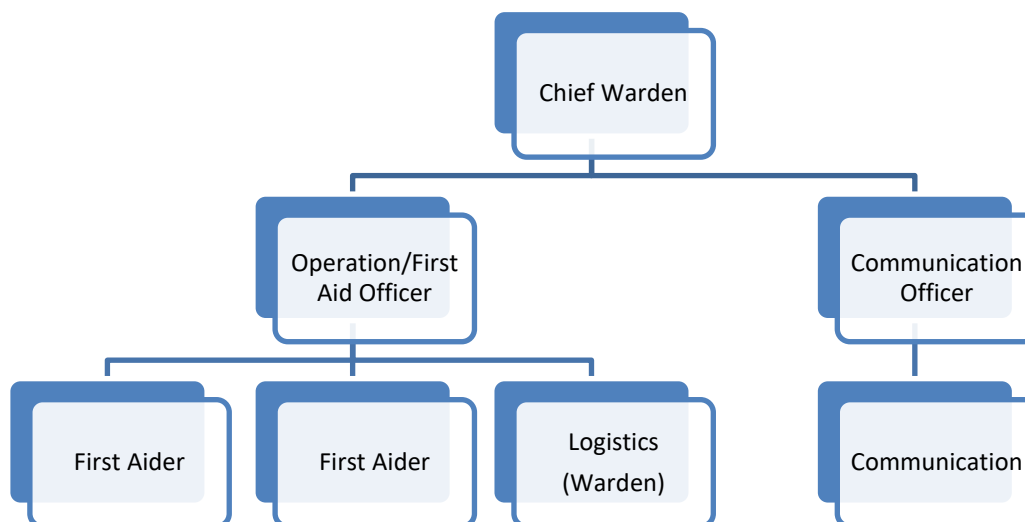
### 2.2. LOCAL/OTHER ORGANISATIONS CONTACTS

Contact	Phone
Police Station Oakleigh	95678900
Hospital/s - Monash Medical Centre	95942159
Gas - Origin	132461
Electricity - Origin	132099
Water Corporation - SE WATER	131694
School Plumber - Mark Chapple	0418355135
School Electrician - Chris Blainey	0418355135
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

We have assign roles to individuals who are 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 is the principal of the school. 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	Contact
Chief Warden	Toshie Shimazoe-Grizelj	0425 881 600
Operation/First Aid officer	Satoshi Tsubakidani	0424 388 864
Logistics (Warden)	Akihiro Higashidani	security_1@misj.org.au
First Aider	Junga Yun	register_2@misj.org.au
First Aider	Mizuki Tsubakidani	security_2@misj.org.au
Communication Officer	Hitomi Ogawa	0420 881 334
Communication	Keiko Iijima	admin@misj.org.au

### 3.3. INCIDENT MANAGEMENT TEAM RESPONSIBILITIES

#### 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.

#### Operations/First Aid Officer

##### Pre-emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills.

##### During emergency

- Attend the emergency control point.
- Communicate with the Chief Warden/Early Childhood Commander by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden/Early Childhood Commander is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on the floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Confirm that the Logistics Officer's/Warden's activities have been completed and report this to the Chief Warden/Early Childhood Commander or a senior officer of the attending emergency services if the Chief Warden/Early Childhood Commander is not contactable.

##### Post emergency

- Compile report of the actions taken during the emergency for the debrief.

## Logistics (Warden)

### Pre- emergency

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

### During emergency

Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.

- Activities may include the following:
- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the Operations Officer/ Area Warden on their completion.
- Act as directed by the Chief Warden/Early Childhood Commander.

### Post- emergency

- Compile report of the actions taken during the emergency for the debrief.

## Communications

### Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- Attend training in the use of the service's communication system as appropriate.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up to date.
- Participate in emergency exercises/drills.

### During emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden/Early Childhood Commander provide instruction and information to staff, children and parents as required.
- At the direction of the Chief Warden/Education Commander provide instruction and information to the staff member responsible for bulk messaging as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden/Early Childhood Commander.

### Post- emergency

- Contact parents as required.
- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.

### 3.4. STAFF WITH FIRST AID QUALIFICATIONS

### 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.

Based on the above notes, the information of 3.4 STAFF WITH FIRST AID QUALIFICATION and 3.5 STUDENTS AND STUFF WITH SPECIAL NEEDS is removed.



## 4. GENERAL EMERGENCY RESPONSE PROCEDURES

### 4.1. ON-SITE EVACUATION PROCEDURE

When it is unsafe for students, staff and visitors to remain inside the 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

The area map shows:

- evacuation assembly area(s)
- external evacuation routes
- surrounding streets
- emergency services access points

Our school is using the day school, Oakleigh South Primary School (OSPS) premises which already has an area map. We have added Emergency Service Access Points in its area map under the confirmation by the principal of OSPS.

### 6.1. AREA MAP OF THE MELBOURNE INTERNATIONAL SCHOOL OF JAPANESE

Date Area Map Validated:

17 November 2017



#### LEGEND



#### Off Site Relocation Route

Distance to Primary Off-site Assembly Area: 300 meters  
Estimated time to reach Off-site Assembly Area: 5 minutes



#### Oakleigh South Primary School Boundary



## 7. EVACUATION PLAN

The evacuation plan includes:

- exits
- fire extinguishers
- evacuation assembly areas
- a legend
- a title and a date on which the diagram was validated

The evacuation plan must also be visibly displayed as appropriate in our school. It is exhibited in each classroom, which would allow staff and students to become familiar with the plan.

### 7.1. EVACUATION PLAN OF THE MELBOURNE INTERNATIONAL SCHOOL OF JAPANESE

<b>Building Name:</b>	Oakleigh South Primary School
<b>Date Evacuation Plan Validated:</b>	18 November 2017

Building Name:  Date Evacuation Diagram Validated: 23<sup>rd</sup> October, 2015

06\_Evacuation plan - The Melbourne International School of Japanese

Secondary Assembly Point

Primary Assembly Point

**Legend**

Fire Blanket	Hazardous Chemicals	Exit Point	Fire Extinguisher	Evacuation Route	Evacuation Route to secondary assembly point	Fire Hose Reel	Shelter-in-Place Area
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