

# Crisis Management Plan

Local Region	Córdoba Oeste
School Director	Lucy Welsted
Physical Address	C/ Sansueña 66, Córdoba, 14012
Fire District	
Date	April 2023

Montessori Córdoba International School is located in a residential area of Córdoba city and draws its students from the city area.

The location of the school is a former family home. The House is a single storey brick structure which has been redesigned to accommodate 3 classrooms, administration and the kitchen. The New Building is a three-storey brick structure which has been built to accommodate 5 new school classrooms. The school is surrounded by garden and patio areas.

The school has a population of approximately 125 children and 20 staff members. This includes the elementary and early childhood programs. Most students travel by car or bus to the school. The majority of the staff live in Córdoba city centre.

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## 1. Purpose

The purpose of this Emergency Management Plan is to provide a detailed plan of how Montessori Córdoba International School will prepare and respond to emergency situations.

## 2. Scope

This plan applies to all educators, children, visitors, contractors and volunteers at Montessori Córdoba International School.

## **PART 1– EMERGENCY RESPONSE**

### 3. In Case of Emergency

<b>In an Emergency</b>	
<b><i>Call</i></b> <b>Police, Ambulance, Fire Services</b>	<b>112</b>
<b><i>For Advice call your School Manager Or Admin</i></b>	<b>Lucy Welsted 685 321844 Julia Carranza 675459798</b>
<b><i>Convene your Incident Management Team</i></b>	

## 4. Emergency Contacts

### Emergency Services

In an emergency requiring **Police, Ambulance and Fire Service** attendance call **112**.

Or phone directly:

POLICE                      **091**

AMBULANCE                **061**

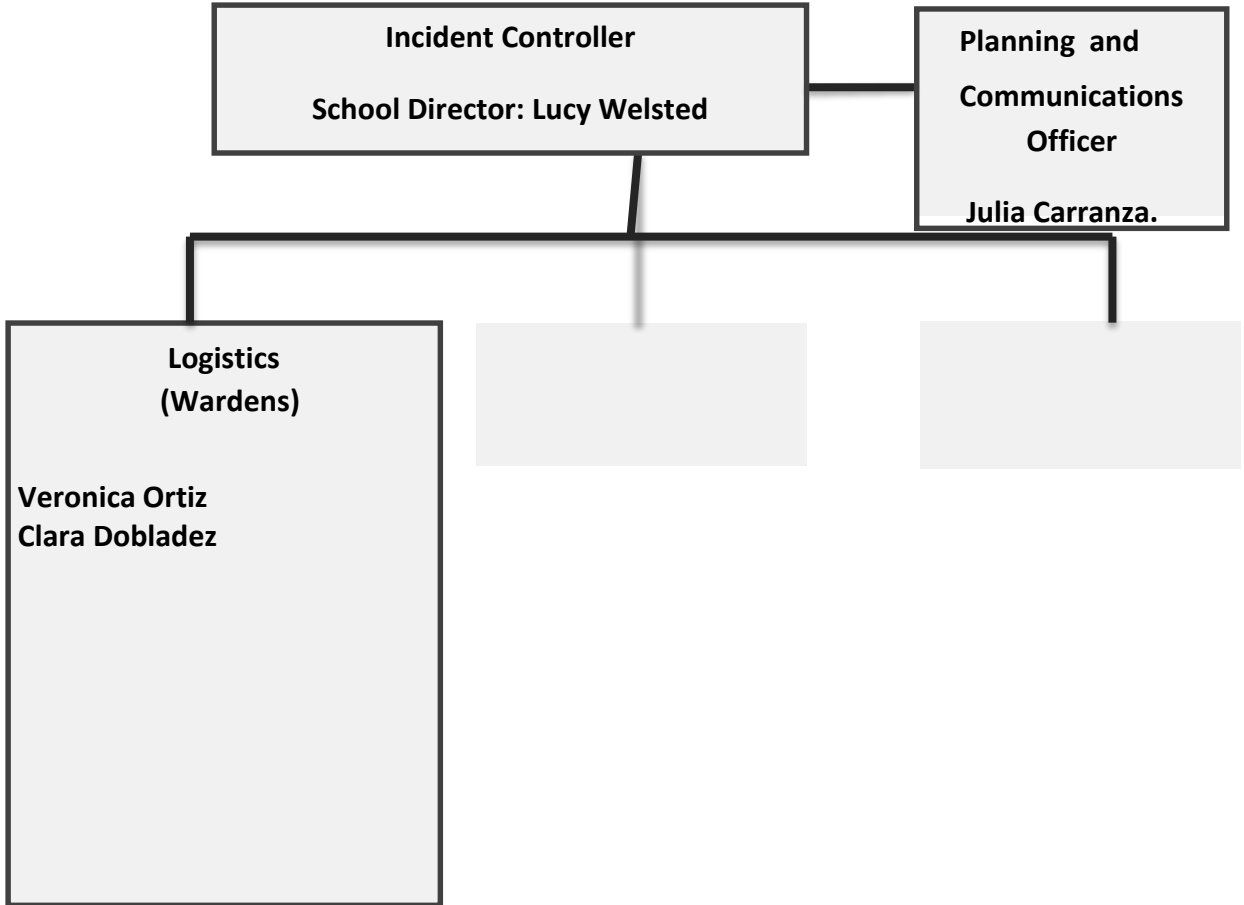
FIRE                            **080**

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## 5. Incident Management Team

### 5.1 Incident Management Team Structure



### 5.2 Incident Management Team (IMT) Contact Details

MC Role/Activities	Primary Contact		Back Up Contact	
<b>Incident Controller (Chief Warden)</b>	Name	Lucy Welsted	Name	Julia Carranza
	Phone/Mobile	685 321844	Phone/Mobile	675 459798
<b>Planning tasks will be performed by:</b>	Name	Julia Carranza	Name	Clara Dobladez
	Phone/Mobile	675459798	Phone/Mobile	699580050
<b>Communications tasks will be performed by:</b>	Name	Clara Dobladez	Name	Julia Carranza
	Phone/Mobile	699580050	Phone/Mobile	675459798

Logistics Warden tasks will be performed by:		<u>The House</u> Julia Carranza		<u>The House</u> Clara Dobladez
		<u>The Building</u> Veronica Ortiz		<u>The Building</u> Denise Fernandez
First Aid tasks will be performed by:	Name	<u>The House</u> Lola Palma	Name	<u>The House</u> Clara Dobladez
		<u>The Building</u> Denise Fernandez		<u>The Building</u> Laura Cassidy

## 6. Incident Management Team Responsibilities

### Incident Controller (Chief Warden)

#### 1. Lucy 685321844 (back up Julia Carranza 675459798)

#### Pre-Emergency

- Maintain current contact details of Montessori Córdoba staff and students.
- Ensure children/staff with special needs list and staff trained in first aid list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the plan are aware of their responsibilities.

#### During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- 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 returns control, notify to have staff and children return to normal operations.
- Organise debrief with the IMT



## Planning and Communications

### 1. Julia Carranza 675459798 (back up Clara 699580050)

#### Pre- Emergency

- Assist the Incident Controller.
- Identify resources required.
- 
- Use the service's communication system as appropriate.
- Maintain records, visitors 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, scope and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.  
Report any changes in the situation to the Incident Controller.
- At the direction of the Incident Controller provide instruction and information to staff, children and parents as required.
- Keep a log of events that occurred during the emergency.
- Plan for contingencies
- Act as directed by the Incident Controller.

#### Post- Emergency

- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Identify recovery needs and develop a recovery plan (if required).
- Contact parents as required.

## Logistics (Warden) House

### 1. Julia 675459798 (back up Clara 699580050)

#### Pre- Emergency

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

#### During Emergency

- Attend the emergency control point.
- Communicate with the Incident Controller by whatever means available and act on instructions. Commence evacuation if the circumstances on their floor or area warrant this.
- 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 Incident Controller.

#### Post- Emergency

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

## Logistics (Warden) Building

### 1. Veronica 639 51 65 26 (back up Laura 621270548)

#### Pre- Emergency

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

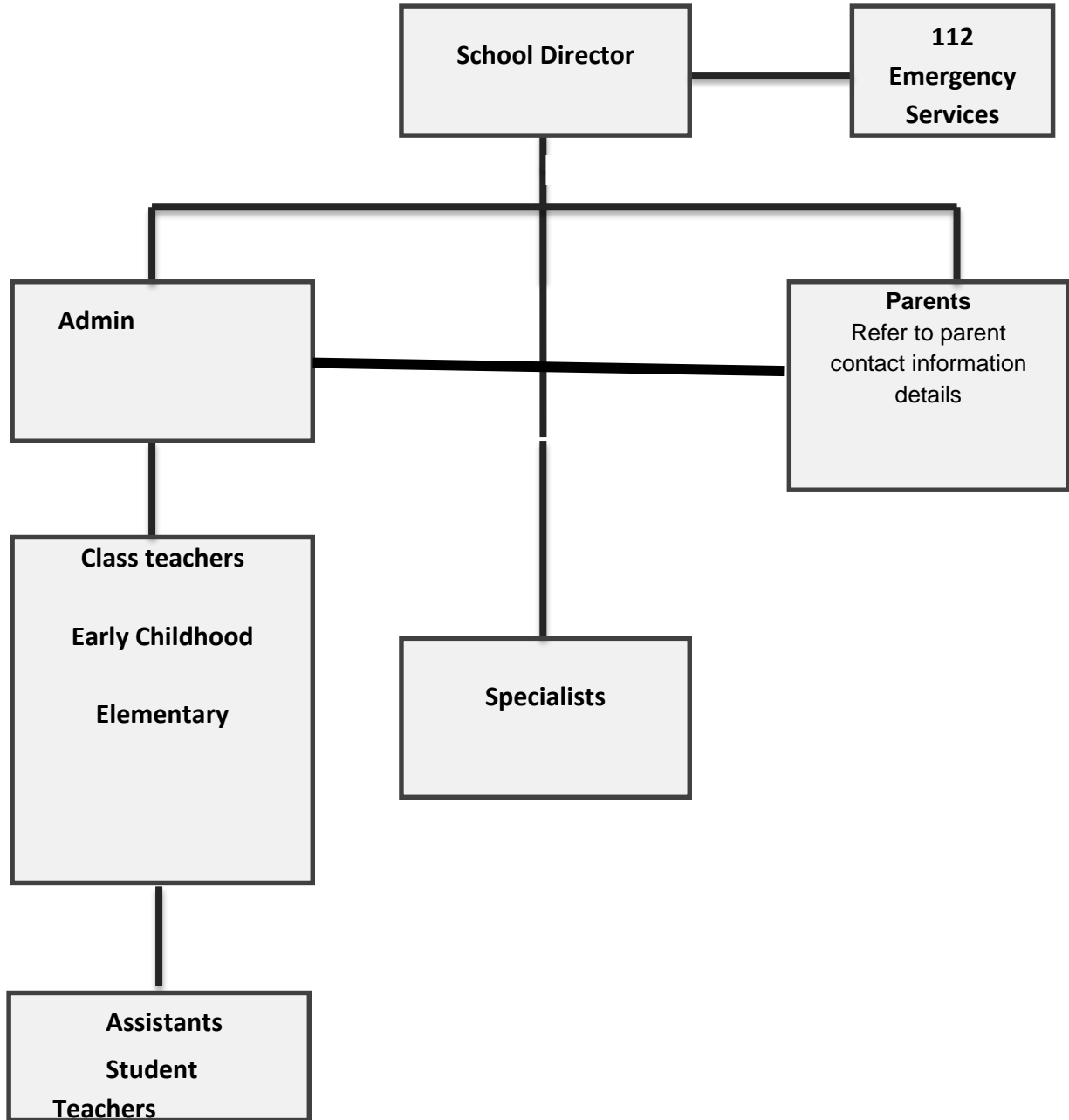
#### During Emergency

- Attend the emergency control point.
- Communicate with the Incident Controller by whatever means available and act on instructions. Commence evacuation if the circumstances on their floor or area warrant this.
- 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 Incident Controller.

#### Post- Emergency

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

## 7. Communication Tree – use staff contact details sheet



## 8. Staff Trained in First Aid

Staff Member	Training
Refer to staff first aid register with visitors register	
<b>All teaching guides and assistants</b>	Paediatric First Aid with CPR



## 9. Emergency Response Procedures

### 9.1 On-Site Evacuation Procedure

When it is unsafe for children, staff and visitors to remain inside the facility's buildings the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 112** and inform emergency services of the nature of the emergency.
- Evacuate children, visitors and staff out of the building to one of the meeting points.
- Take the child attendance list (or access to it online), staff attendance list (from sign in sheet at reception), your Emergency Kit/First Aid Kit and this Plan.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After On-Site Evacuation Procedure

- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Issue parent communications as appropriate.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements in the event of a serious incident.

## 9.2 Off-Site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 112** and inform emergency services of the nature of the emergency.
- Identify which off-site assembly point you will evacuate staff, children and visitors to.
- Evacuate staff, children and visitors to the **corner of C/Sansueña and C/Arquitecto Juan Ochoa**.
- Take the child attendance list (or access to it online), staff attendance list (from sign in sheet at reception), your Emergency Kit/First Aid Kit and this Plan.
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After Off-Site Evacuation Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Issue parent communications as appropriate
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements in the event of a serious incident.

### 9.3 Lock-Down Procedure

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

- **Call 112** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, 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 children, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If it is safe to do so, have a delegated staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Contact parents as required.

#### Actions After Lock-Down Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Issue parent communications as appropriate Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements in the event of a serious incident.

## 9.4 Lock-Out Procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 112** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Go to the designated off-site assembly point.
- Check that children, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

### Actions After Lock-Out Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters as appropriate.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements in the event of a serious incident.

## 9.5 Shelter-In-Place Procedure

When an incident occurs outside the children's service and emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep children and staff inside a designated building in the facility (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

- **Call 112** and inform emergency services of the nature of the emergency.
- Move all children, staff and visitors to your pre-determined shelter-in-place: staff room, director's office, bathrooms and reception.
- Take the child attendance list (or access to it online), staff attendance list (from sign in sheet at reception), your Emergency Kit/First Aid Kit and this Plan.
- Ascertain (as possible) if all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required and provide notification if the shelter-in-place is going to extend beyond the service hours of operation.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

### Actions After Shelter-In-Place Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Issue parent communications as appropriate
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements in the event of a serious incident.

## 10. Emergency Response Procedures for Specific Threats

### 10.1 Building Fire

- Phone **112 or 080** to notify the emergency services and seek advice.
- If appropriate, follow the procedure for **On-Site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Remain calm.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the meeting points, closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all children, staff, visitors and contractors are accounted for.

### 10.2 Forest Fire

- Phone **112 or 080** to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for **Shelter-In-Place**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all children, staff and visitors contractors are accounted for.
- Ensure staff/children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.

### 10.3 Major External Emissions/Spill (includes gas leaks)

- Phone **112** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, children, visitors and including contractors to either the main carpark or the corner of C/Sansueña and C/Arquitecto Juan Ochoa..
- Check children, staff, visitors and contractors are accounted for.

- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.

#### 10.4 Intruder/Personal Threat

- Phone **112** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- 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 if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.

#### 10.5 Bomb/Chemical Threat

- Phone **112** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/chemical threat is received by telephone:
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the school's website:
  - do not delete the message
  - contact police immediately.
- Ensure the service's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.

## 10.6 Bomb/Substance Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

CALL TAKER		CALL TAKEN	
Name		Date of Call:	
Phone Number		Call Start/End Time	
Signature		Number of Caller	

### Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

### Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	LANGUAGE
Sex of caller	<input type="checkbox"/> Abusive <input type="checkbox"/> Taped
Estimated age	<input type="checkbox"/> Well Spoken <input type="checkbox"/> Irrational
Accent if any	<input type="checkbox"/> Incoherent <input type="checkbox"/> Message read by caller
Speech impediments	
Voice (loud, soft, etc.)	<input type="checkbox"/> Other (Specify)
Speech (fast, slow etc.)	
Dictation (clear, muffled, etc.)	
Manner (calm, emotional, etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	



## 10.7 Internal Emission/Spill

- Phone **112** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene your IMT if necessary.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice with regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per safety requirements

## 10.8 Severe Weather / Storms and Flooding

- Phone **112** to notify the emergency services and seek advice if necessary.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- 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.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

## 10.9 Earthquake

- Phone **112** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.

### If Outside

Instruct staff and children 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 children to:

- Move away from windows, heavy objects, shelves etc.
- 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 and help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to the radio if you can and follow any emergency instructions.

## 10.10 Pandemic

<b>PREPAREDNESS STAGE</b>	
<b>Description - No novel strain detected (or emerging strain under initial detection)</b>	
<b>Category</b>	<b>Key Actions</b>
Hygiene measures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote basic hygiene measures</li> <li><input type="checkbox"/> Provide children and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li><input type="checkbox"/> Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li><input type="checkbox"/> Educate staff and children about covering their cough to prevent the spread of germs</li> </ul>

<b>RESPONSE STAGE - STANDBY</b>	
<b>Description - Sustained community person-to-person transmission detected overseas</b>	
<b>Category</b>	<b>Key Actions</b>
EMP preparation	<ul style="list-style-type: none"> <li>• Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team</li> <li>• Identify minimum requirements and key staff for continued operations (including planning for the absence of the director)</li> </ul>
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> <li>• Promote basic hygiene measures</li> <li>• Review cleaning procedures and determine whether frequency or other processes should change</li> <li>• Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li>• Educate staff and children about covering their cough to prevent the spread of germs</li> <li>• Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Consider providing information sessions for staff and parents about:               <ul style="list-style-type: none"> <li>• pandemic influenza symptoms</li> <li>• preferred hygienic practices</li> <li>• vulnerable children</li> </ul> </li> <li>• Follow Department of Health/Department of Health advice provided and distribute consistent messaging to staff, children and parents/carers.</li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> </ul>

## RESPONSE STAGE - ACTION

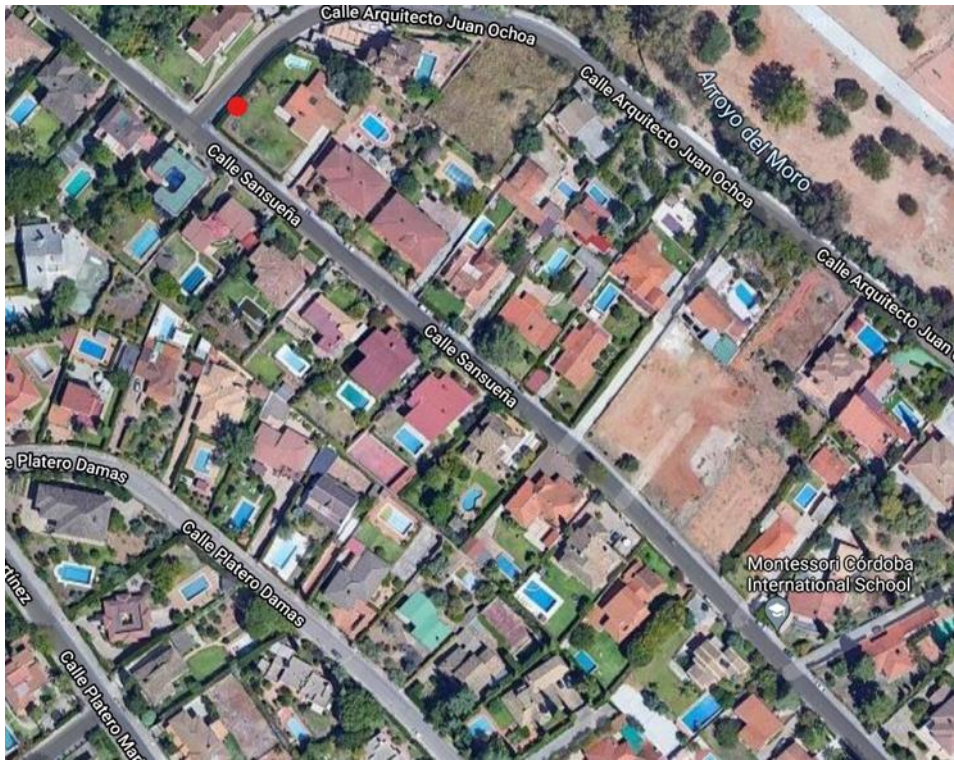
Description	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> <li>• Enact emergency management plans where necessary</li> <li>• Activate Incident Management Team</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures</li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> </ul>
Containment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the advice of the Department of Health and DEECD including service closures and exclusion periods for infectious diseases</li> <li><input type="checkbox"/> Identify a designated area to keep sick children quarantined from others until they can be taken home by parents</li> <li><input type="checkbox"/> Inform carers of their obligations during closures</li> </ul>
Management of service workforce	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well</li> <li>• Ensure staff who develop influenza-like illness to leave immediately and seek medical attention</li> </ul>

## RESPONSE STAGE – STAND DOWN

Description – Virus no longer presents a major public health threat	
Category	Key Actions
Recovery	<ul style="list-style-type: none"> <li>• Implement recovery plan to help regain education of children and stabilize families and the community including::               <ul style="list-style-type: none"> <li>• staff availability</li> <li>• procedures to re-open (if applicable)</li> <li>• provision of counselling (if required)</li> <li>• monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance</li> </ul> </li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Incident controller to de-activate Incident Management Team and conduct final debrief(s)</li><li>• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg School Nurses</li><li>• Replenish personal protective equipment (if required) Replenish personal protective equipment (if required)</li><li>• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves</li></ul> |
|--|---|

## 11. Area Map



Red circle: Off site Assembly Area

Distance to Off site Assembly Area: 30 metres

Estimated time to reach Off-site Assembly Area: 4 mins

## 12. Evacuation Diagram

Date Evacuation Diagram Validated: April 2020

### In Case of Fire



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Incident Controller, call 000.



**C**onfine fire and smoke. Close windows and doors (if safe).

Keep low, under the smoke.



**E**xtinguish or control fire (if safe to do so).

### **Evacuation Procedures:**

Direct children to leave all items and walk briskly in a calm, orderly manner to the instructed assembly area. Use the Emergency map located in the classroom.

Do not allow children to leave the class group during an evacuation/lockdown situation.

If any of the children panic and/or disobey your instructions by leaving your group, DO NOT follow them, but report their absence to the relevant warden at the designated assembly area.

Check off attendance from class roll. Check all staff accounted for your room.

Focus on the safety and well-being of staff and children.

Remember! You are in charge and children should follow your instructions.

### 13. Parent / Family Contact Information

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
Refer to Transparent Classroom on Mobile Phone Devices				

### 14. Children and Staff with Special Needs

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Refer to Emergency Contact Details for each classroom as distributed				
Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
<b>N/A</b>				



## **PART 2 – EMERGENCY PREPARDNESS**

## 15. Children’s Service Facility Profile

### 15.1 General Information

<b>Children’s Service &amp; Primary School Name</b>	Montessori Córdoba International School
Physical Address	C/Sansueña 66 Córdoba 14012
Operating Days	Monday - Friday
Operating Hours	8.00am – 4.30pm
Phone	957 613 935
Email	<a href="mailto:hello@montessoricordoba.com">hello@montessoricordoba.com</a>
Fax	N/A
Number of buildings	2
Shelter-In-Place Location	Internal rooms with limited window access – Staffroom, Director’s office, Bathrooms
Number of Children	125
Total Number of Staff	21

### 15.2 Other Services/Users of Site

<b>Service / Usage Name</b>	N/A
Location	
Children	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	

### 15.3 Building Information Summary

<b>Telephones (Landlines):</b>			
Location	Number	Location	Number
Main line to office	957 613935		
Classrooms have extensions and lines out but not direct numbers	n/a		

<b>Alarms:</b>	Location	Monitoring Company	Location of Shutoff Instructions
Fire			
Intrusion	House: Director's Office Building: Entrance area	Securitas Direct	House: Director's Office Building: Entrance area
Other			Password: Roma

<b>Utilities:</b>	Location	Service provider	Location of Shutoff Instructions
Gas / Propane	Kitchen Girl's bathroom (cleaning cupboard)	N/A	At bottle
Water		EMACSA	Mains
Electricity	Circuit Boards: Reception in House Kitchen Reception in Building	ENDESA	Circuit Boards: Reception Kitchen

<b>Sprinkler System:</b>	
Control Valve Location	N/A
Shutoff Instructions Location	N/A

<b>Building and Site Hazards:</b>	
Hazard Description	Location
Cleaning materials	Cleaner's store in Girl's bathroom and cleaning store in girl's bathroom in new building




## 16. Risk Assessment

This table lists the identified threats and hazards to our children’s service, assessment of the risks associated with those threats and hazards and how we reduce their impact.

1. Identified Hazards and Potential Threats	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>Forest Fire</b>	<ul style="list-style-type: none"> <li>- Risk of death/injury from burns or smoke inhalation.</li> <li>- Risk of property damage or property loss.</li> <li>- Risk of psychological injury.</li> </ul>	<ul style="list-style-type: none"> <li>- Liaise with local fire services to determine potential controls eg. clearing trees, building safety</li> <li>- Ensure EMP is up to date including identification of shelter in place and evacuation points</li> <li>- Schedule and practice emergency evacuation drills</li> <li>-</li> </ul>	Severe	Unlikely	Extreme	Evacuation drills Term 3	Moderate	Possible	Medium
<b>Fire</b>	<ul style="list-style-type: none"> <li>- Risk of injury from burns or smoke inhalation</li> <li>- Risk of property damage or property loss</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure fire safety equipment (fire hose reels, fire extinguishers, hydrants) is tested &amp; tagged as per local Standards.</li> <li>-</li> </ul>	Major	Unlikely	Medium	CFA check fire equipment once a year	Moderate	Rare	Low

		- Ensure all electrical equipment is in good working order & that frayed, damaged equipment is disposed of in the appropriate manner							
<b>Severe weather, storms and flooding</b>	- Risk of roof damage - Risk of property damage - Risk of injury	- Ensure roof, gutters & drains are clean - Liaise with Integralsur to identify potential risk - Develop contingency for the storage of equipment/ materials if necessary - Test communication - Ensure there is a business continuity plan in place	Major	Unlikely	Medium				
<b>Intruders/personal threat</b>	- Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder - there is a risk that property could be damaged	- Ensure that visitors and contractors sign in through the office area when they first arrive on site -	Moderate	Rare	Low				
<b>Earthquake</b>	- Risk of injury - Risk of property damage or property loss	- Ensure EMP is up to date - Training of staff and students in emergency response procedures	Severe	Rare	Medium				

<p><b>Bomb Threat</b></p>	<p>- Physical or psychological injury could occur to staff, students, visitors or contractors</p>	<p>- Ensure each phone has a bomb threat checklist available - Practice emergency evacuation drills as scheduled - Implement and follow bomb threat response procedure (located in EMP)</p>	<p>Severe</p>	<p>Unlikely</p>	<p>High</p>				
<p><b>Vehicle Incident/ School bus accident</b></p>	<p>- Risk of death or injury</p>	<p>- Liaise with bus companies to ensure safety checks are in place, drivers have current license, are regularly checking local road conditions and updated weather reports</p>	<p>Major</p>	<p>Possible</p>	<p>High</p>				
<p><b>Pandemics and communicable diseases</b></p>	<p>- Risk to health and possible death (in extreme cases)</p>	<p>- Ensure relevant staff are familiar with Pandemics Plan - Ensure basic hygiene measures are in place and posters are displayed at the beginning of the flu season (November) - Ensure there is convenient access to water and liquid soap and/or alcohol sanitiser Ensure staff and students are educated about covering their cough to prevent the spread of germs</p>	<p>Severe</p>	<p>Possible</p>	<p>Extreme</p>				

<p><b>Major Medical emergency</b></p>	<p>- There is a risk to health and possibly death</p>	<p>- First Aid Officer is appointed and trained and up to date - Staff are aware of emergency procedures</p>	<p>Major</p>	<p>Possible</p>	<p>High</p>	<p>Staff to be trained in first aid and complete a two-yearly update</p>	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>
<p><b>Hazardous Substance Release: Inside and Outside Facility Grounds</b></p>	<p>- Exposure to certain liquids and gases may be hazardous to health</p>	<p>- Follow chemical management procedures - Develop and implement safe work procedures for handling chemicals - Obtain Material Safety Data Sheets (MSDA) for all dangerous goods and hazardous substances on site from the supplier/manufacture</p>	<p>Major</p>	<p>Rare</p>	<p>Medium</p>	<p>The school has a policy of using environmentally friendly cleaning agents</p>	<p>Moderate</p>	<p>Rare</p>	<p>Low</p>
<p><b>Threat of a snake/scorpion in the school grounds</b></p>	<p>- Physical or psychological injury could occur to staff, students or visitors</p>	<p>- Ensure safety of children, staff and visitors by moving away from the threat - Contact a vet and keep track of the animal if safe to do so until the animal is removed - if anyone comes in contact with the animal, call an ambulance immediately</p>	<p>Moderate</p>	<p>Rare</p>	<p>Low</p>				



## 17. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
1				
2				
3				
4				

*Emergency Management Plans are required to be tested regularly.*

*\*An 'Emergency Drill Observer's Record' is required to be completed after each drill. An 'Emergency Drill Observer Record' template is provided at Appendix 3 of the Guide.*

## 18. Emergency Kit Checklist

Our Emergency Kit Contains:		✓
Children's data and parent contact information	Transparent Classroom	
Children and staff with special needs list including identification and medications	With visitors register	
Emergency Contact folder for parent contact information	Transparent Classroom	
Staff contact information	All mobile phones,	
Emergency Backpacks (* see below for list of contents)	ALL class teachers	
Facility keys	ALL	
Emergency service access keys	Wardens	
Charged personal mobile phone	ALL	
Standard portable First Aid Kit.	Disabled toilet Reception Building In individual class emergency backpacks	
Emergency Management Plan	Director's office	
Visitor Register	Reception House	
Water bottles – if practical and time allows	Students under staff direction	
<b>Evacuation Bag Contents:</b> <ul style="list-style-type: none"> <li>- Whistle</li> <li>- Basic First Aid Kit</li> <li>- Sunscreen</li> <li>- Safety Vest</li> <li>- Portable non-perishable snacks such as sultanas, dried fruits and energy bars</li> <li>- Plastic garbage bags</li> <li>- Toiletry supplies and toilet rolls</li> <li>- Rope (for Infant Community) if required</li> <li>- Water &amp; Cups (for Infant Community)</li> </ul>		

<b>Date Emergency Kit checked:</b>	Specify term drill dates _____
<b>Next check date:</b>	Next drill date for each term _____

## 19. Emergency Management Plan Completion Checklist

This Emergency Management Plan Completion Checklist has been developed for use as a 'final check' to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks these pose and develop measures to reduce or mitigate the risks to your children's service community.

**Final Check Completed by:**

**Date:**

Component	✓ <input type="checkbox"/>	Action
<b>Cover page</b>		
Manager/Director name, service address, EMP issue date, EMP review date,		
<b>Distribution list</b>		
Distribution list has been completed.		
<b>Contact numbers and Communications Tree</b>		
Appropriate key local community contact numbers have been added e.g. Fire, Ambulance, Police, local government, nearest hospital.		
Key contact numbers for internal staff have been added.		
<b>Communications Tree</b> detailing process for contacting emergency services, staff and parents included.		
<b>Incident management team</b>		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the children's service processes have been completed for:		
Evacuation onsite		
Evacuation offsite		
Lockdown		
Lockout		
Shelter-in-place		
<b>Emergency response procedures</b>		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
<b>Staff trained in first aid</b>		
Staff trained in first aid list is included.		
<b>Area map and evacuation diagram</b>		

The area map is clear and easy to follow.		
The area map has:		
two evacuation assembly areas on site		
external evacuation routes		
surrounding streets and safe exit points marked		
emergency services access points marked		
<b>Evacuation diagram</b>		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)		
a title e.g. EVACUATION DIAGRAM		
the 'YOU ARE HERE' location		
the designated exits, which shall be in green		
hose reels, marked in red		
hydrants, marked in red		
extinguishers, marked in red		
designated shelter-in-place location		
date plan was validated		
location of primary and secondary assembly areas		
a legend.		
<b>Parent contact information</b>		
Parent contact information has been obtained and is up-to-date.		
<b>Children and staff with special needs list</b>		
Children and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
<b>Profile</b>		
Profile has been populated and reflects the service's buildings, utilities etc.		
<b>Risk assessment</b>		
Potential local hazards/threats have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
<b>Emergency drill schedule</b>		
Drills have been scheduled once per year for different types of emergencies		
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with children's service requirements.		

