

108 Hambidge Crescent

Chisholm ACT 2905

Australia

Email: info@chisholm.act.edu.au

Junior Campus

Phone: (02) 614 23555

Web: www.chisholm.act.edu.au

Senior Campus

Phone: (02) 614 23550

ABN: 69 561 547 852

Caroline Chisholm School – Chisholm Preschool Unit

Unexpected and Immediate Closure of the Preschool Site Procedure

First response:

1. Ensure the safety of children by following relevant emergency plans: Caroline Chisholm School Junior Campus EMP 2021.
2. Contact Nominated Supervisor (Principal) as soon as possible (Nominated Supervisor to contact Regulatory Authority).
3. Once all children are safe from any danger, move students to the school hall on the Junior Campus.
4. If children are still at school hall at the end of the school day staff will notify parents and carers of alternate pick up arrangements.
5. Parents and carers are to be notified of critical incident via a note sent home from the Nominated Supervisor.

If the Junior Campus and Preschool are both closed:

1. Ensure the safety of children by following relevant emergency plans – meet at Evacuation point on Junior Campus and then Caroline Chisholm School students will be accompanied to Caroline Chisholm School Senior Campus.
2. Contact Nominated Supervisor (Principal) as soon as possible (Nominated Supervisor to contact Regulatory Authority).
3. Once all children are safe from any danger, contact parents by phone to collect children.

The Caroline Chisholm School – Chisholm Preschool Unit may be forced to close unexpectedly for a variety of reasons, some of which are listed below with specific details for appropriate action:

Major Spills/Gas Leaks

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Nominated Supervisor.
- If the gas leak is onsite, Business Manager will notify gas provider.
- If safe to do so, evacuate staff, students, visitors and including contractors to Caroline Chisholm School Senior Campus.
- Check students, staff and visitors are accounted for.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

Bomb/Chemical Threat

- Phone 000 to notify the emergency services and seek advice.
- Report the emergency immediately to the Nominated Supervisor
- If a bomb/chemical threat is received by telephone: do not hang up
- Refer to the bomb threat checklist (see Caroline Chisholm School Junior Campus EMP 2021).

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 school'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.

Internal Emission/Spill

- Phone 000 to notify the emergency services and seek advice
- Report the emergency immediately to the Nominated Supervisor
- Move staff/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
Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and any relevant Safety Work Procedure
- Notify WorkSafe ACT if required.



ON THE DAY CHECK LIST FOR SCHOOLS IDENTIFIED FOR TEMPORARY CLOSURE

The following is a check list for schools to action upon declaration of Catastrophic (Code Red) Fire Danger Rating by ESA

Please tick when task has been completed

<ul style="list-style-type: none"> activate school Action Plan immediately upon confirmation of 'catastrophic' fire danger rating being declared 	?
contact staff	?
contact parents/carers	?
contact tenants (community, office accommodation, community health workers)	?
contact community hirers (community users including before and after school care and holiday programs)	?
contact school contractors (grounds maintenance, cleaners)	?
building construction workers	?
<ul style="list-style-type: none"> placed notification on the main notice board (at the front of the school): School Closed due to 'Catastrophic' (Code Red) Fire Danger Rating for today 	?
<ul style="list-style-type: none"> placed signage on main administration entrance doors and other entry/exit doors throughout the buildings, including preschool and health clinic 	?
<ul style="list-style-type: none"> ensured a minimum of two staff members are at the school from 8.00 to 10.00 am on the day of a Catastrophic (Code Red) Fire Danger Rating to communicate the school closure to the community 	?
<ul style="list-style-type: none"> have advised staff to secure the facility and activate the electronic security system when leaving the site (at 10.00am on day of CFDR) 	?

On the day of the temporary school closure

- liaise with your School's Director:

Central	(W) 6205 5479	(M) 0409 713 889	(H) 6282 0228
South	(W) 6205 7200	(M) 0408 265 701	
North	(W) 6205 7194	(M) 0405 717 745	(H) 6260 6798