

Create a Classroom Emergency Plan

Level 5 to Level 6

In an emergency, students need to consider the needs of all classroom members and think about what would be required over the course of a day or longer if the class had to relocate to another location.

The classroom teacher can support students by helping them gather important information and resources to create their own classroom emergency plan.

Staying informed

Listening to local radio broadcasters in an emergency helps all members to stay updated with any changes and helps with making safe informed decisions.

Classroom - Staying informed			
	Station	Frequency	Frequency
Local Radio	ABC	107.9 FM	774 AM
	VOICE	99.09 FM	
TV	Sky News		
Vic Emergency App	Emergency.vic.gov.au	PH. 1800 226 266	
Classroom agreed meeting place			

Classroom Emergency Roles

1. Checking with the office and other classrooms.
2. Gathering and having access to relevant student details when relocated.
3. Emergency kit – Important items to use when class is relocated.
4. Classroom monitors helping other classroom members through the evacuation stage.

Classroom - Emergency Roles			
	Student	Teacher	Name/s
Notify the office		<input checked="" type="checkbox"/>	
Notify nearby classroom		<input checked="" type="checkbox"/>	
Student attendance list		<input checked="" type="checkbox"/>	
Emergency contact details		<input checked="" type="checkbox"/>	
Collect Emergency kit (bag/	<input checked="" type="checkbox"/>		
Classroom Monitors (4)	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

School Contact details

Plan and prepare to support during and after an emergency.

Classroom Important Numbers		
	Ext. Number	Contact Person/s
Office Reception		
Classroom 1.		
Classroom 2.		
Classroom 3.		

Emergency details

Plan and prepare to support during and after an emergency.

Classroom Important Lists		
Emergency numbers	<input type="checkbox"/> Police Fire Ambulance <input type="checkbox"/> VICSES <input type="checkbox"/> Poison Info Line <input type="checkbox"/> Lifeline <input type="checkbox"/> Beyond Blue	Triple Zero - 000 132 500 13 11 26 13 11 14 1300 22 46 36
Assembly area Map	<input type="checkbox"/> Assembly area 1. _____ <input type="checkbox"/> Assembly area 2. _____ <input type="checkbox"/> Assembly area 3. _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Emergency contact list	<input type="checkbox"/> Student emergency numbers <input type="checkbox"/> School emergency numbers.	
Medical conditions (Class group)	<input type="checkbox"/> Asthma <input type="checkbox"/> Anxiety <input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Epilepsy <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Other	<input type="checkbox"/> Medication <input type="checkbox"/> Medical plans <input type="checkbox"/> Mental Health / Wellbeing Plans <input type="checkbox"/> <input type="checkbox"/>
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Medical Aids

Plan and prepare to support during and after an emergency.

Classroom – medical aids	
Equipment for mobility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Medical devices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Important Emergency Kit Items

Plan and prepare to support during and after an emergency.

Classroom - Important Emergency Kit Items		
All Items need to be checked and updated monthly.		
	<input type="checkbox"/> Water	<input type="checkbox"/> Cards / board game
	<input type="checkbox"/> Emergency lists	<input type="checkbox"/> Torch and Batteries
	<input type="checkbox"/> Medical plans	<input type="checkbox"/> Ziplock bags
	<input type="checkbox"/> Medication	<input type="checkbox"/> Garden gloves
	<input type="checkbox"/> Battery / wind up radio	<input type="checkbox"/> Rubber gloves
	<input type="checkbox"/> Whistle	<input type="checkbox"/> Ground sheet / tarp
	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Blanket Qty.....
	<input type="checkbox"/> Classroom mob ph	<input type="checkbox"/> Activity books / sheets
	<input type="checkbox"/> Charger	<input type="checkbox"/> Twine
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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