



4.2.13

St Leonard's Primary School Emergency Management Policy

Rationale:

- The effective and efficient management of emergency incidents is critical to the safety and well being of students, staff and school visitors, as well as essential in minimising damage to school property.

Aims:

- To provide a safe environment for all, irrespective of a variety of emergencies which may occur.

Implementation:

- The school will implement the EMERGENCY PROCEDURE MANUAL prepared in 2012 by EmQ in consultation with the principal. Two copies of this manual exist: one is stored in the administration office while the second is stored in the central office in the Wellbeing Centre
- The school maintains a current emergency management plan, which clearly describes how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
- The emergency management plan is prominently displayed in all classrooms and is developed in consultation with local emergency services and all staff, and will be consistent with the CEO Emergency Management procedures.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Emergency evacuation drills are carried out once per term.
- All emergency or criminal activities, in which the safety or well-being of staff or students is at risk, or where there is a threat to property, will be reported immediately to the appropriate authorities.
- Any off-site activities need to be registered on the 'Student Activity Locator' prior to leaving the school grounds. (can be accessed through CEVN)
- It is essential that 'bushfire risks' are considered and planned for when students are to be taken to a rural setting.
- Incidents that occur during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported.

LOCAL EMERGENCY TELEPHONE numbers

POLICE /FIRE BRIGADE/AMBULANCE	000
GLEN WAVERLEY POLICE STATION	9566 1555

- **In case of an emergency occurring the following will be done:-**

Step One:	FOLLOW EMERGENCY PROCEDURES MANUAL AS DEVELOPED WITH EmQ in 2012	
Step Two	Notify the relevant emergency services, e.g. Fire Brigade, Police, Ambulance	
Step Three	Contact Catholic Education offices:	
	Central Office	Tel. No. 9267 0228
	Croydon Zone Office	Tel. No. 9724 0200
Step Four	Direct Emergency Services to entry points of Gas, Electricity and Water and fire hydrants and extinguishers. (see Evacuation Map)	

IN AN EMERGENCY SITUATION
SCHOOL STAFF SHOULD :

1. Keep calm – children’s behaviour will be greatly determined by your example.
2. Listen **very carefully to all instructions** which are relayed through the microphone system.
3. Talk quietly, but firmly/confidently to the children in your care.
4. Know precisely all details associated with the **School Evacuation Plan**.

The Evacuation Areas are :-

- a. The school oval (go there unless instructed otherwise)
- b. The Hall
- c. The Glenallen School oval
- d. Central Reserve

When there is an emergency alert to EVACUATE please use the following procedures :-

Follow protocols as set out in emergency procedures manual

1. Staff in the act of teaching:

- Turn off anything that may become hazardous if unsupervised eg cooktops, ovens, candles
- Commence evacuation by the nearest safe exit
- Make a final check of the room
- Take a copy of the class list and shut the door
- Lead students to the nominated or closest evacuation assembly area
- Account for your current class group and report any problems to the COMS officer
- At the evacuation point staff should do the following:
 - When you arrive at the evacuation point, tell children to sit down in their class groups.
 - The COMMUNICATION OFFICER* will meet classes at the Evacuation Point with the Emergency Response bag (located in Teacher Resource Annex) containing: hard hat, orange vest and emergency contact folder. The Communication Officer is to collect class attendance lists, epipens and early signout book from the School Office. * Communication Officer and Wardens are designated by the Principal or Acting Principal at the time of incident.
 - Teachers should cross check student attendance with those present at the evacuation point.
 - Instruct WARDEN* when all children in your care are accounted for.

Staff not in the act of teaching:

- Report to the chief warden for deployment to act as a warden.

When there is an emergency alert to LOCK DOWN please use the following procedures :-

1. Staff in the act of teaching:

- Lock all doors and windows
- Draw blinds to limit visibility of those inside to those outside
- Gather class together on the floor as per normal classroom practice and wait for further instructions from warden
- Give students reassurance to help them remain quiet and calm

Staff not in the act of teaching:

- Report to the chief warden for deployment to act as a warden if directed. Please note that situations may arise when this is not practical. ie swarm of bees or major gas leak. The action of staff will be determined by the message given by the chief warden.

LOCKDOWN WHEN STUDENTS ARE ALREADY OUTSIDE

- Yard duty staff direct students to their classroom or area nominated by the chief warden
- Class teachers attend their classroom or area nominated by the chief warden
- All other staff report to the chief warden for further directions

RECOVERY

The Principal, after consultation with the Emergency Service Group and the school Leadership Team will decide upon the re-occupation of the school or dispersal of the students.

DEBRIEFING

After every actual emergency or practice evacuation, the principal will arrange for a debriefing to upgrade the plan where necessary. After the incident, staff and children may need access to counseling services.

This policy was rewritten by the leadership team in 2016.

It will be reviewed again in 2019