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.

The duty of care attributed to St. Mary of the Cross MacKillop Catholic Parish Primary School staff requires that all reasonable steps be taken to protect students from risk of personal injury that could reasonably have been foreseen. St. Mary of the Cross MacKillop Catholic Parish Primary School staff are responsible for ensuring that the school-related activities are planned for and are conducted in accordance with guidelines and procedures regulated by governments and safety authorities.

PURPOSE
The purpose of this policy is to maintain an emergency management plan that describes actions to be taken during or following a critical incident.

DEFINITION
The foreseeable the emergencies, disasters or hazards that the school could be exposed to include:

- Fire
- Armed Robbery
- Barricade / Hostage Situation
- Bomb Threat / Explosive Devices
- Chemical Spills
- Fume Hazards
- Acts of Terrorism etc.
- Transportation
- Incidents on camps and excursions
- Serious injury or illness
- Violent assault
- Violent community incident
- Witnessing serious accident or violence
- Significant vandalism
- Floods

Critical Incident / Emergency management: Emergency management provides a process to protect the safety of students and staff. There are 4 accepted components of emergency management – preparedness for an emergency, prevention of possible disasters, response to emergency situations and recovery procedures.

Critical Incident / Emergency: A critical incident or an emergency is the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person or damage to property. In the school context, an emergency includes incidents which occur during school hours, during camps, excursions or outdoor adventure activities, or that occur during travel to or from school.

Evacuation: the removal of persons or things from an endangered area.
**Lockdown:** containing persons in a safe area in times of external threat.

**IMPLEMENTATION**

**Planning**

St. Mary of the Cross MacKillop Catholic Parish Primary School is required to maintain a current Emergency Management Plan that clearly describes how the school will respond during an emergency to ensure the ongoing safety of staff, students and visitors. The Emergency Management Plan describes actions to be taken before, during and following an emergency. The Principal will ensure that staff and students know what the plan contains, and through the provision of appropriate training, what they are required to do during an emergency. Staff will be updated annually on the Emergency Management Plan.

The safety of staff, students and visitors will always be the prime focus of the Emergency Management Plan.

Emergency evacuation signage will be displayed in each room of every building on school property.

The Emergency Management Plan will be developed in consultation with local emergency services and all staff.

Evacuation assembly areas that provide shelter, water and toilet facilities should be identified in the school's Emergency Management Plan to cater for long duration evacuation and should include sites that are well beyond the school grounds. In the case of a hazardous materials incident students may have to be evacuated up to a kilometre from the school and be supervised there for several hours.

Lockdown areas that provide shelter, water and toilet facilities should be identified in the school's Emergency Management Plan to cater for long duration containment. Students should be supervised for the duration of the emergency and until the normal dismissal time.

Details should be recorded concerning any student who is released into the care of a parent or guardian during an emergency.

One emergency evacuation/containment drill will occur each term.

Adequate counselling and trauma support is available when required. If the critical incident occurs out of school hours the Principal will arrange for staff to be notified.

**Student Activity Locator (SAL) database**

Catholic schools in the dioceses of Melbourne are to enter the details of their offsite school activities into the online Student Activity Locator (SAL).

Offsite activities include camps, excursions (including interstate and overseas trips), day trips, sporting activities, school closures, pupil free days and all overnight activities.

By centrally recording offsite activities in the Catholic Schools SAL, Emergency Services can quickly be notified of student locations in the event of an emergency or critical incident, such as a bushfire, flood, hostage situation or chemical spill.

The Catholic Schools SAL replaces the application form for Approval for Out-of-School
Activities that Involve Overnight Accommodation. It is no longer necessary for schools to notify the regional office of offsite school activities or to notify the CEOM of overseas or interstate school trips.

The duty of care for students on offsite activities resides with the school. The Offsite Activity Planning Checklist will be used to plan for and document the details of any offsite activity for approval by the principal.

REPORTING

Report to Emergency Management Coordinator
Incidents which occur during school hours, 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 be reported as required by the Catholic Education Office Melbourne; refer to Emergency Management Steps (attached).

School Incident Report to CECV Industrial Relations Unit
Incidents which occur during school hours, 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 be reported as required by the Catholic Education Commission Victoria, School Incident/Accident/Near Miss Report. The School Incident Report can be found on CEVN-ISS under Data Collection.

The purpose of this report is for the school to meet its legal requirements under the Accident Compensation Act 1985.

PROCEDURES

All emergency procedures are documented in the Red Emergency Procedures folders located at school reception and staff workroom.

During the incident:
- The ‘chief warden’ will coordinate the School Emergency Team
- Notify CEOM Emergency Management Coordinator, Mr Harry Allard on 9267 0404 or 0439 642 881 (at the Principal’s discretion)
- In the event of a critical incident all staff members are responsible for the supervision of students *(on duty)*. Staff not in the act of teaching at that time are to report to the Principal or most senior staff member who is not involved in the critical incident.
- Staff will be allocated responsibilities/tasks which may include:
  - First Aid
  - Traffic control
  - Telephoning emergency services
  - Supervision of students
  - Evacuating or moving groups of students
  - Gathering eyewitnesses
  - Providing pastoral care to students, parents or other staff members
  - Managing communication e.g. taking in-coming calls, informing parents/siblings etc
  - Rearranging timetables
  - Caring for students, parents or staff members
Evacuation Procedures:
- If an internal threat to safety of life exists the evacuation tone (whoop) will sound.
- An evacuation plan will be displayed in the learning space.
- Home group teacher must take class list to evacuation point.
- Students to be assembled at designated assembly point in an organised and orderly manner.
- Role to be called to determine all children are present.
- Chief warden to organise contact to appropriate emergency services.
- Pre-determined staff members to check all non-classroom rooms, eg. toilet block, office etc to determine that no children are left in the area during the emergency.
- When incident is over, children to be returned to learning space in an orderly manner (if safe to do so).
- As deemed necessary, the Principal and staff will contact parents
- An explanation of the incident will normally be distributed to the parent body by means of a bulletin.

Offsite Assembly Areas
- The offsite evacuation assembly area or areas are located at Wallaby Early Learning Centre, Redding Rise Epping North.
- Arrangements for use of the offsite assembly areas have been made with Wallaby Early Learning Centre.

Lockdown Procedures:
- When an incident occurs where children are to remain in the school (toilets, staff kitchen, first aid room, staff workroom, principal & deputy offices - all lockable spaces), teachers will ensure they are kept calm through quiet activities within the space.
- Teacher to check no child has left the designated gathering area by checking the school role.
- Principal or designated staff to contact appropriate emergency services.
- If safe to do so, pre-determined staff members to check all areas, e.g. toilet block, offices to determine that no children are left in the area during the emergency.
- When emergency is over, children to remain in or return to learning studio (if safe to do so).
- As deemed necessary, the Principal and staff will contact parents
- An explanation of the incident will normally be distributed to the parent body by means of a bulletin.

In the event of a critical incident on an excursion the designated Teacher In Charge at Camp or the excursion is in authority.

1. Ensure the staff and students are safe from injury or harm
   a. Teacher in charge is to coordinate the scene
   b. Staff supervise the remaining students and evacuate or move them away for the critical incident as appropriate
   c. One staff member acts as the support person
2. Notify the Emergency Services 000 as required
3. Notify the school Principal and/or Deputy Principal
4. Teacher in charge to liaise with emergency services and school authorities
5. No staff or student is to make comment to the media.

**POST INCIDENT / DRILL DOCUMENTATION & EVALUATION**
Each emergency incident or drill will be documented. Such documentation will include a register of the type of incident or drill, the date the incident or drill occurred and an evaluation of the school’s response to the drill or incident. The evaluation of the school’s response effectiveness may lead to adjustments being made to this policy and its procedures.

This policy is evaluated and reviewed as part of the School Improvement Plan.

**Resources**
- Critical Incident Policy
- Catholic Education Office Melbourne Emergency Management Steps
- Emergency Management Accident/Incident Report Form. Accessed on CEVN site
- School Incident/Accident/Near Miss Report. Accessed on CEVN site

**References:**
Catholic Education Office Melbourne Policy 2.26 *Pastoral Care of Students in Catholic Schools.*