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EMERGENCY MANAGEMENT POLICY

Policy developed 2006

Policy reviewed Date 2010. March 2016 November 2019

To Be reviewed March 2022.

Identity Statement

St Joseph's; a child safe school, is a Catholic Community in the Josephite tradition where we learn and grow in the Spirit together.

Vision Statements

St Joseph's; a child safe school, strives to be an educating community:

Where the total development of each child is nurtured.

Where an environment of trust, respect, hope and safety is built, with direct reference and consideration to child safe standards and policies.

Where families and the school work in partnership sharing the responsibility to educate the child.

Where school life is an integral part of the parish and the wider community.

Where the students learn in a challenging, enjoyable and cooperative way.

Where the teachings of Jesus are taught, modelled and lived.

Graduate Outcomes

St Joseph's students learn to become:

Problem solving, inquiring, critical thinkers with high competencies in literacy and numeracy.

Technologically competent and ethical users of technology.

Hope filled, independent, resilient and confident young people.

Knowledgeable and appreciative of the Catholic faith.

Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

At St Joseph's we are being our best when we are...

Being respectful;

Being friendly;

Being positive learners.

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.

Aim:

- To provide a safe environment for all, irrespective of which type of emergency occurs.

Implementation:

- At St. Joseph's we have 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 will be consistent with the advice provided by the Catholic Education Office and Department of Education and Early Childhood Development:

www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx

- The emergency management plan is prominently displayed in all classrooms developed in consultation with local emergency services and all staff.
- Safety of staff, students and visitors is always the prime focus of the emergency management plan.

- Adequate counselling and trauma support will be offered when the situation requires this support.
- One pre-announced and one unannounced emergency evacuation drill will occur each term
- All emergency or criminal activity 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 Catholic Education Office. (03 5443 2377)
- Incidents which 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 will also be reported.

Evaluation:

- This policy will be reviewed as part of the school's review cycle. The Emergency Management Plan will be reviewed annually, after each unannounced emergency evacuation drill. These drills are held twice a term.

COUNTER DISASTER PLAN

ACTION IN AN EMERGENCY

CLASSROOM EVACUATION

FIRE

TOXIC EMISSION

BOMB THREAT

SIEGE / HOSTAGE

STORM / CYCLONE

EARTHQUAKE

FLOOD

BUSHFIRE

ST. JOSEPH'S PRIMARY SCHOOL – ACTION SHEET

ACTION IN AN EMERGENCY

When an emergency occurs the person who is immediately aware of the situation will:

1.

- a) Admin Officer to notify relevant emergency services. Eg. Fire Brigade, ambulance, police, telephone numbers for emergency services are on office walls near the phone in the Admin Office. Also saved in Admin Mobile phone.
- b) Get Loud Hailer.

2. Activate school disaster plan as follows:

If school is to be evacuated Fire Siren Alarm blows will sound.

3. The Principal, Senior Leader or next in charge will turn off gas and power.

First Aid kit stored in the Sick Bay in the Administration Building.

The Admin Officer will set up a first aid post in the evacuated area. If for any reason the Admin Officer is not available to carry out her role, the senior grade teacher to assume the role of First Aid.

If for any reason the person in charge of the school is not available then the Deputy or person next in charge will assume the role.

Classroom Evacuation or Lock in

Any visiting adult within the school confines must obey emergency procedure if the signal is sounded. Even if the signal is only for drill it is important that all people act appropriately. Eg. getting lunch orders, toilets, children outside classrooms at time of signal must go straight to the oval to join up with their own class or return to their class group.

Drill procedures to be on classroom walls in a conspicuous place in case of emergency or visiting teachers being in control of grade. Roll to be in an easily accessible position.

FIRE

1. ACTION IN AN EMERGENCY

- Emergency Signal Siren Alarm

2. CLASSROOM EVACUATION –

- Children line up quickly and quietly in two straight lines at the door of the classroom.
- Teacher to check number of children in the classroom.
- Teacher to collect Class Roll and (if time permits) to leave windows and doors closed.
- Proceed to oval.
- Teacher to check children from roll.
- Notify Principal of children present/missing.

3. Await further instructions from the Principal or person in charge..

TOXIC EMISSION

ACTION IN AN EMERGENCY

- Emergency Signal Siren Alarm

CLASSROOM EVACUATION

- Teachers to be notified of the most appropriate evacuation area.

AREAS - oval

- Presbytery Yard
- Church front yard
- courts
- in the Park land beyond MacKillop walk.

- Children line up quickly and quietly in two straight lines at the door of the classroom.
- Teacher to check number of children in the classroom.
- Teacher to collect class roll and to proceed to the appropriate evacuation area.
- Teacher to check children from roll.
- Notify Principal of children present/missing.
- Await further instructions from Principal or person in charge..

BOMB THREAT

1. ACTION IN AN EMERGENCY

- Emergency Signal Siren Alarm

2. CLASSROOM EVACUATION

Teachers to be notified of “Bomb Threat” and most appropriate evacuation area.

AREAS - Oval

- Presbytery Yard
- Church front yard
- courts
- In the parkland beyond MacKillop Walk.

- Children line up quickly and quietly in two straight lines at the door of the classroom.
- Teacher to check number of children in the classroom.
- Teacher to collect class roll and to proceed to appropriate evacuation area.
- Teacher to check children from roll.
- Notify Principal of children present/missing.

3. Await further instructions from Principal.

SIEGE / HOSTAGE

1. Confirm available facts by personal observation, or by a second information source.
2. Principal to contact police (Nagambie, Seymour) Emergency 000
3. Teachers to be notified of "Siege/Hostage" situation – if possible – messenger.
4. Evacuate – partially or totally.

- follow "CLASSROOM LOCK IN"

On Emergency Signal: Hailer Siren between classrooms and between building

CLASSROOM TEACHERS:

- Close and lock all windows and doors
- Room 2 Teacher in charge check Art/Multipurpose room.

CHILDREN:

- Find a secure position out of sight. Below window height.

5. Assemble personnel with direct knowledge of:

events

interior layout/topography

The hostage(s) or

The Assailant(s)

6. Co-operate and assist police as necessary.

7. Notify Catholic Education Office 5443 2377

STORM / CYCLONE

1. At first warnings tune to your radio (ABC 97.7) or television.
2. Ensure everybody remains in doors.
3. Secure doors, board or tape windows, store loose articles inside.
4. Remain tuned to your radio or television until the storm passes and follow any emergency instructions.
5. Do not allow anybody to venture outside unless the area is free from debris and fallen power lines.
6. Notify Catholic Education Office. (5443 2377)

If dangerous weather conditions arise with little warning, students must be kept at the school and all possible measures taken for their safety.

EARTHQUAKES

INDOORS:

1. Get everybody under their desks and tables or a door frame.
2. Ensure nobody leaves the building.

WHEN TREMOR HAS SUBSIDED:

3. Evacuate everybody clear of buildings, trees and power lines... "CLASSROOM EVACUATION"
4. Tune your radio (ABC 97.7 FM) and follow any emergency instructions.
5. Ensure building is safe before allowing students to re-enter.

6. Notify Catholic Education Office. (5443 2377)

OUTDOORS:

1. Move everybody away from buildings, trees and power lines.

WHEN TREMOR HAS SUBSIDED:

2. Tune into radio and follow any emergency instructions.
3. Ensure building is safe before allowing students to re-enter.
4. Notify Catholic Education Office. (5443 2377)

FLOODS

1. At first warning, tune to ABC 97.7FM or Television ABC 24.
2. Be aware of previous flood heights. School is not in a flood zone.
3. If sufficient warning, send students home, provided it is safe and transport is available – confer with school bus operators, etc. Parents to be contacted before this happens.
4. Decide if school will be held the next day.
5. Organise “buddy” system for pupils stranded by flood for accommodation during emergency.
6. Activate pre-arranged plan for release of staff with homes or properties in flood prone areas.
7. Arrange for removal of all floatable articles from school grounds.
8. If needed arrange for removal or stacking of tables/chairs, cupboards, audio-visual equipment to a safe area, if possible.

9. Arrange manning of phones to advise affected parents and for answering enquiries.
10. Remain tuned to your radio or television until the flood threat has passed and follow any emergency instructions.
11. Notify Catholic Education Office. (5443 2377)

BUSHFIRE

Bushfire Risk Assessment completed before each season.

On days of Code Red there will be no external excursions.

We are not a BARR (Bushfire at Risk Register) school so the school will remain open.

On Code Red or extremely hot days and the power goes parents will be contacted and let them know that the power is out at school and parents are welcome to collect their child/ren. Reassure them that school will remain open.

Use APP and text to contact parents.

This Code Red day protocol will be sent out to all families prior to the day.

If a fire breaks out in the surrounding district, especially to the northern side of the town with a northerly wind..

1. When alerted, have all students come inside using lock in signal
2. Teachers account for each child and identify students and support staff with known respiratory conditions.
3. Close all doors and windows and **evaporative air coolers turned off**.
4. Ask students to sit on the floor away from windows and doors.
5. Calmly reassure students
6. Await for further instructions.
7. Listen to local ABC 97.7 radio.
8. The school will contact parents via email ensuring they have the school's mobile contact number, (it is preferable that parents restrict calling the school at this time, to emergency calls only).
9. Consult the Vic Emergency app.
10. Consult with local CFA/Bus Companies regarding rural bus run.
11. Notify Catholic Education Office. (5443 2377)