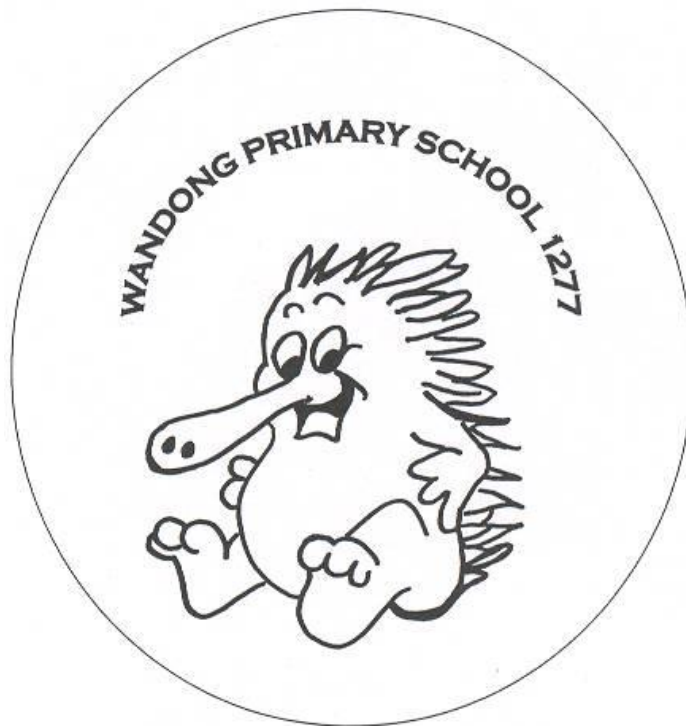


# ***EMERGENCY MANAGEMENT POLICY***

***(Incorporating “Stages of Responses to an Emergency”, “Incident Procedure and Reporting process”, Evacuation Plan/Procedure”, and “Emergency Bushfire Additional Requirements.”)***



**Wandong Primary School**

*Signature of Principal:*

*Rhonda J Cole*

*Date: May 2018*

**Wandong Primary School – EMERGENCY**  
**MANAGEMENT POLICY**  
**(To be read in conjunction with the WPS “Incident Procedure and Reporting Process” document.)**

For period: May 2018 – May 2021

**Rationale:**

Wandong Primary School Council has developed and approved a school level Emergency Management Policy in line with DET expectations. This document is to be read in consultation with the WPS “Incident Procedure and Reporting Process” document and should take into consideration the evacuation mapping routes displayed through the school.

An **EMERGENCY** is any sudden event which endangers, or threatens to endanger, the safety or the health of any person, or which destroys or threatens to destroy or damage property and includes:

- fatality
- serious injury, serious assault, sexual assault
- medical emergency, siege, hostage, firearms
- disappearance or removal of student
- bomb threat
- collapse, major damage to building or equipment
- motor vehicle collision, impact with school
- impact by equipment, machinery, aircraft
- earthquake or other natural event
- fire in school building, bushfire
- fumes, spill, leak contamination by hazardous material
- outbreak of disease
- flood, windstorm
- criminal activity, burglary, theft, vandalism, graffiti.

**IT ALSO INCLUDES INCIDENTS WHICH OCCUR WHEN STUDENTS ARE ON CAMPS OR EXCURSIONS AND WHILST THEY ARE TRAVELLING TO OR FROM SCHOOL.**

**In the event of an Emergency**

**1. RECORD:**

- location of incident
- nature of incident
- number and names of people involved
- name of reporting staff member
- time incident reported
- contact telephone number if incident is away from school.

**2. VERIFY ALL DETAILS.**

**Reporting Emergencies**

**1. Reporting staff member to notify principal (or teacher in charge) immediately.**

Wandong Primary School - ph (03) 57871232

Wandong Primary School Principal’s mobile – 0457 525133 (Principal ~ Rhonda Cole)

**2. Reporting staff member to notify appropriate leadership and or administration staff who**

## **Reporting Process” document.**

**Ring 000** to contact any of the following:

Police  
Ambulance  
Country Fire Authority  
State Emergency Service

**3. Principal (or teacher in charge) to contact DET’s 24 hour Security Services Unit (SSU)**

**Ph - (03) 9589 6266**

**Fax - (03) 9589 0296**

**4. Principal (or teacher in charge) to contact NEVR Benalla Office when appropriate**

**Ph - (03) 8392 9500**

**Fax - (03) 8392 9502**

### **ASSESS THE DANGER**

**The Principal (or teacher in charge) will:**

**1. Assess the danger posed by the Emergency**

- Identify affected parts of the school
- Assess likelihood of the danger spreading
- Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids

**2. Decide, on the basis of this assessment, whether evacuation is required.**

If required, see evacuation process as per the “Incident Procedure and Reporting Process” document

**3. Inform the school about action to be taken.**

### **When First Aid is Required**

- Refer to “*Incident Procedure Document*” for more detail

### **Evaluation:**

- This policy will be reviewed in line with the school’s review cycle or earlier if instructed to do so by DET.

### **CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 28th day of May 2018.

# STAGES OF RESPONSE TO ANY EMERGENCY:

## 1. ASSESS THE SITUATION:

- ~ A quick and careful assessment of the situation is required
- ~ Determine type of situation, location and size.
- ~ Adjust the Emergency Management Plan as required to deal with the situation

### Ask yourself:

- What is the emergency?
- Can it get worse?
- How is the hazard behaving (getting bigger, moving closer etc)
- Is it safer to move to another area?
- Which routes cannot be accessed within the school ground?
- Which access routes cannot be used?
- Is it best to remain indoors or leave the site?

## 2. ENACT YOUR EMP AND RESPOND IMMEDIATELY

- ~ Notify Emergency Services
- ~ Prioritise initial response
  - Determine who does what
  - Administer urgent first aid
  - Account for all children / Locate missing children
  - Check damage to utility systems – (power, water) and shut off if necessary
  - Seal off any hazardous materials
  - Keep children calm
  - Keep records of any children released to parents once Emergency Services personnel have deemed the school site safe

## 3. DECIDE AND ACT

The primary duty of staff is to ensure safety of themselves, students and other staff

### A. Lockdown

If it is decided that students are to remain within classrooms, the following should occur:

- Lockdown will be announced
- Staff to close internal windows
- Students and staff to sit below window level or in corridor
- Administration (plus Assistant Principal) staff to check outside areas are clear of students
- Staff to check all external doors are locked. The following staff to man exit doors (**David Warren** – 5/6 rooms, **Cornelia Scott and Natasha Welsby** - 1/2 team A wooden building exit doors, **Julie Smith** 3/4 classrooms and **Bree Chisholm** 1/2 team B and Foundation rooms **if safe to do so.**)

### B. Lockout

When an internal danger is identified a lockout will be announced

- **Teaching Staff** to check classrooms and corridors for students then ensure external doors are locked from the outside

### C. Evacuation

- ~ Incident Controllers must exercise their judgement, however if a threat is external to the school it is often safer to remain within the school grounds.
- ~ Evacuation must be directed in consultation with Regional Office staff and Emergency Services personnel
- ~ Doors and window should be closed for all evacuations except bomb threats
- ~ The incident controller is responsible for the safety of students with special needs

# **WPS – INCIDENT PROCEDURE AND REPORTING PROCESS**

**(To be read in conjunction with the WPS “Emergency Management” document.)**

## **Rationale:**

All schools are required to maintain a current emergency management plan that includes procedures to report emergencies and critical incidences to the Department’s Security Services Management Unit (SSU).

It is recognised that there are a range of incidences that can occur at a school, from minor or major injuries in the school yard to partial or whole school evacuations. Responses to the possible range are listed below.

## **MAJOR INCIDENCES:**

### **CRITICAL INCIDENTS IN THE SCHOOL YARD**

#### **Upon recognition of the Emergency:**

- Teacher/s on yard duty to contact first aid officer and Principal or Leading teacher using Alert card system
- Teacher/s on yard duty to remain with injured student until assistance arrives
- Teacher/s on yard duty to then move other students away from the area
- First aid officer to administer first aid as applicable
- Principal to consult with first aid officer regarding emergency assistance required
- Principal to contact emergency services as needed (or instruct Business Manager to do so) once details on injury have been ascertained
- Office personnel to contact student’s parents or emergency contacts as per Cases 21 listings
- First aid officer to remain with student until emergency services arrive
- Principal to ascertain his/her role due to severity of injury – stay with patient, assist in crowd control, comfort siblings etc.

### **CRITICAL INCIDENTS IN THE CLASSROOM**

#### **Upon recognition of the Emergency:**

- Classroom teacher to contact Business Manager or Principal
- Business Manager or Principal to organise first aid attendance
- Senior teacher (organised by Principal) to assist in removing remainder of classroom students to another area of the school away from incident
- First aid officer to administer first aid as applicable
- Principal to consult with first aid officer regarding assistance required
- Principal to contact emergency services as needed or instruct Business Manager to do so once details on injury have been ascertained
- Office personnel to contact student’s parents or emergency contacts as per Cases 21 listings
- First aid officer to remain with student until emergency services arrive
- Principal to ascertain his/her role due to severity of injury – stay with patient, comfort siblings, debrief grade etc.

### **FOLLOWING ANY MAJOR INCIDENT:**

- Staff to debrief with Principal
- All staff involved to complete a witness statement detailing his/her role in the incident and their understandings of what occurred
- Witness statements to be taken from students if necessary
- Completed statements to be returned to the Principal for filing in the “Major Incidences” folder in the Main Office
- Incident report for Cases 21 to be completed by attending staff within 24 hours
- Principal to notify Security Services Unit (SSU) on 95896266 and Regional Office if necessary
- WorkCover to be notified if injury is one as listed on WorkCover Site and on poster in Principal’s Office.

## **EVACUATIONS:**

### **EVACUATION: (Local)**

#### **Upon recognition of the Emergency:**

- **Communications Warden Controller** to ring the alarm and telephone emergency services as required
- **Principal** (Emergency Coordinator) to finalise meeting place (oval, hall, carpark, bridge) and position her/himself in visible position to direct staff
- **Office personnel** to check sick bay, staff room and staff toilets to ensure all students have exited administration building
- **Room 4 teacher** to check Art room and adjoining toilet block
- **Room 8 teacher** to check reading resource room adjacent to her classroom and toilet block near Foundation area. (After counting her students, she is to pass them onto **Room 6** teacher to escort them to the designated meeting place, before checking the portable toilets then re-joining her group)
- **Business Manager** to collect Visitor's and Contractor's attendance books, Early Departure book, mobile phone, emergency backpack, student mediation and epipens and then proceed to meeting area
- *Any students located should be walked to the meeting area with the adult – not sent back to their room – then handed over to their teacher.*

### **EVACUATION: (Out of local area - Not Bushfire related)**

#### **Upon recognition of the Emergency:**

Above process to be followed with the added responsibilities listed below:

- **Incident controller (Chief Warden)** to liaise with local emergency services (fire, police) to ascertain instructions
- If instructed to leave the area, **Communications Warden** to contact local bus company (Dyson's) and Seymour Coaches to organise evacuation
- Students to be taken to a location decided upon by Emergency Services personnel.

### **ENSURING STUDENT SAFETY:**

- **Classroom teachers** to assemble students in classrooms and mark the daily attendance roll
- **ES staff and parent helpers** to remain with their current class, unless otherwise directed
- **Teaching staff** to then escort students to the designated area as directed to do so by the Principal
- Classes to line up in order of arrival for cross-checking of attendance roll once again
- Students to be marked off as attending and then each class to sit down. **Teaching staff** to notify **Incident controller (Chief Warden)** that all are accounted for at the present time
- **Students and staff** to remain at meeting site until notified otherwise by the Principal
- **Teaching staff** on APT, (ie: students at specialists classes), should meet their class at the designated meeting place taking with them their classroom rolls.

### **FOLLOWING THE EVACUATION:**

#### **If returning to school:**

- **Teaching staff** to organise return to school of their students under direction of the Principal and once again mark the roll
- Upon return to school, **teaching staff** to assemble students on asphalt area for debrief from Principal or Leading teacher.

#### **If not returning to school:**

- **Teaching staff** to oversee the handover of their students to family members. Any staff unsure of collector should seek assurance from Business Manager or Principal
- **Staff** to debrief with Principal
- **Support/counselling** to be offered to staff and students
- **Principal** to notify Security Services Unit (SSU) on 95896266 and Regional Office if necessary.

# **EVACUATION PLAN / PROCEDURE:**

## **(For all days)**

Our school is now on the Bushfire At Risk Register, meaning we will be closed on Code Red Weather Alert days. We need to have an evacuation plan in place for emergencies that occur on any other day of the school year.

*We have a process for the evacuation of our staff and students should we be instructed to do so. This process will be enacted for not only bushfire related emergencies, but at any time when the safety of staff and students is at risk.*

### **Extreme and Severe Weather Ratings:**

Wandong Primary School will remain open on these days. However, the following processes will be put in place.

The Principal will liaise with Victorian Police and the Wandong CFA at 9:30 a.m. and 12:30 p.m. (if necessary) to notify them of numbers of students at school. This will allow the police to have an awareness of numbers of buses needed should an evacuation be necessary.

In the event of a fire or other emergency developing, the following process will be enacted.

1. School Business Manager to continually monitor CFA website for information regarding fire (if applicable)
2. Principal to liaise with Victorian Police and Wandong CFA
3. If instructed to do so, Principal to enact Evacuation Plan
4. Business Manager/Principal to liaise with Victorian Police regarding arrival of buses
5. Staff to follow Evacuation Procedure and assemble students in designated area – either Classrooms 1 and/or 2 or other area if instructed to do so by the Victorian Police

***PLEASE NOTE: Once the Victorian Police have instructed us to enter the Evacuation Mode, students WILL NOT be released to parents as this causes confusion and distraction at a time when staff need to be focused.***

6. All students and staff will be boarded onto buses and taken to the allocated refuge - as directed by the Victorian Police
7. Upon arrival at the refuge, the Principal and Business Manager will contact families to inform them of the location for student collection via email, SMS or skoolbag.

***PLEASE NOTE: Students will only be handed over to adults listed on the student enrolment form.***

### **HOW PARENTS AND CARERS CAN HELP:**

- ***Please do not ring the school. The phone lines need to be kept open for communication with emergency services***
- ***Please do not come to the school. The roads need to be kept clear for emergency vehicle access and bus access***
- ***Please stay calm and await a telephone call or SMS***
- ***Please ensure emergency telephone numbers are up to date. at all times, and telephones are switched on***
- ***Please do not telephone students via their mobile phone as staff will hold phones until all personnel reach the refuge area safely***

Whilst we hope to not have to enact the above plan, it is common sense and an expectation of DET to have a plan in place. Thank you for your support.

## **EMERGENCY BUSHFIRE ADDITIONAL REQUIREMENTS**

<b>Requirement</b>	<b>Comments</b>	<b>Date</b>
Schedule for monitoring and removing materials including branches, debris, mowing, gutter cleaning	Removing materials including branches, debris: refer to school gardener weekly checklist  Mowing: Completed as needed but usually every two – three weeks over growth period  Gutter cleaning: Completed in Spring and February each year	Ongoing
Safe storage of flammable materials	All flammable items are stored in the large school shed to the north-east corner of the school. <b>OH&amp;S rep to check.</b>	Ongoing
Building exits kept clear	Ongoing checks <b>OH&amp;S rep to check.</b>	Ongoing
Assembly points designated	All assembly points are clearly signed <b>OH&amp;S rep to check.</b>	Ongoing
Access to facilities and grounds for emergency vehicles	Ongoing checks which include non-access to regular daily school traffic <b>OH&amp;S rep to check.</b>	Ongoing

## **ADDITIONAL INFORMATION FOR BUSHFIRE AT RISK REGISTER SCHOOLS (BARR)**

<b>Requirement</b>	<b>Comments</b>	<b>Date</b>
Record of provision of information on bushfire preparedness policy and procedures to staff and parents	Pre-school parents provided with written information in November All other parents provided with information on book pick up day (January)	Nov and January
Training of staff for specific roles and responsibilities	Completed in February each year.	Feb
Practise of evacuation once per term October - March	Refer to list in Evacuation Tub	Ongoing
Register of bushfire emergency equipment	Updated list photocopied and displayed in all classrooms and administration area	Ongoing
Notices of bushfire evacuation procedures and emergency contact numbers located around the school	Updated information photocopied, laminated and displayed in all classrooms and administration area	Ongoing
Record of annual visitation of consultation with local agencies	Register located in Evacuation Tub	Ongoing