



Emergency Procedures Policy

Aims

- A. To provide appropriate responses in emergencies, in order to keep people safe.
- B. To ensure that emergencies do not evolve into a crisis.

Scope and Application

The purpose of this policy is to provide a detailed plan of how Kerry Street Community School will prepare and respond to emergency situations and is designed to meet the requirements set out in AS3745 – 2010: Planning for Emergencies in Facilities.

If the 'event' evolves from an Emergency to a crisis or critical incident, the procedures contained in the Critical incident policy should be activated.

See Emergency and Crisis Management Flowchart (Attachment A)

This policy is available on the school website and is included in the staff induction manual.

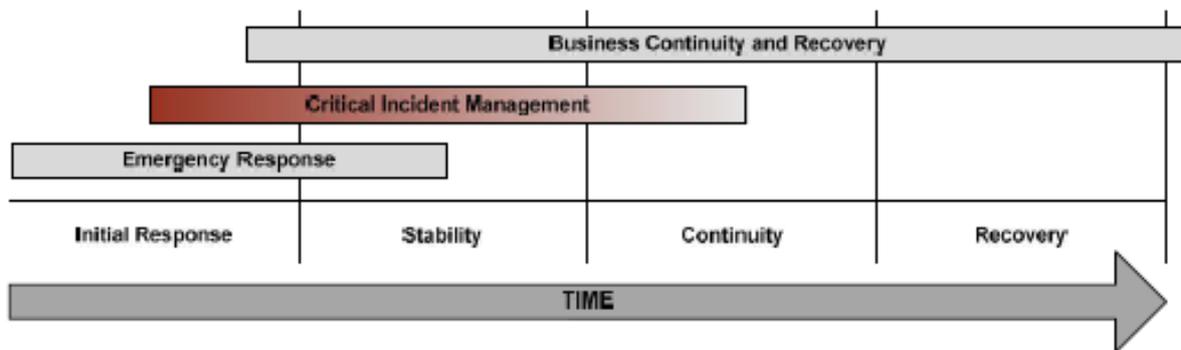
This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school
- F. Contractors

Emergency Management Context

The Emergency Management strategy and this plan are founded on the concepts and principles of incident management, which have been adapted for Industry use from those developed by Emergency Management Australia (EMA).

The figure below provides an example of the activities undertaken by each organisational element and their relative timing.



Definitions

- A. **Incident** - Encompasses terminology variations such as issue, emergency, disruption and crisis, whether potential or actual. A low level local problem with no serious impact. Senior staff and the governing body may not be involved in the resolution.
- B. **Emergency** - An emergency can be considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time.
- C. **Crisis** - A rare event that causes an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable out-come. Especially outcomes that may have significant negative effects on the schools reputation, financial security or staff/student safety. A rapid response by leadership and governance is needed. A crisis often develops over time; however it can suddenly escalate if not managed well.
- D. **Relationship Between an Emergency and a Crisis** - In this policy they will be used as defined above and relate as shown by the flow chart in Appendix A.
- E. **Critical Incident** - A critical incident is an event or series of events that fall outside the normal business contingency and require response by the organisation's personnel and/or external emergency services. It is an incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence or chemical spill. A critical incident will cause the CIMP to be activated. All critical incidents must be reported to the Department of Education Services and the Chair of the governing body. (AISWA Emergency management).
- F. **Emergency Planning Committee (EPC)** – The EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders of which one member shall

be management.

1. The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.
 2. The EPC may decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.
 3. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.
 4. Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.
- G. Emergency Control Organisation (ECO) / Incident Management Team (IMT) –** The group responsible for implementing the EMP.
1. Chief Warden (White Helmet)
 2. Wardens (Red Helmet)
 3. First Aiders (Green Helmet with white cross)
- H. Emergency Management Plan (EMP) -** The EMP sets out a structure and actions for dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

Principles

This plan is written in-line with the four phases of Emergency Management, namely:

“Comprehensive Approach” to Emergency Management



In an emergency, the safety of students, staff and visitors is the highest priority. If the procedure in this policy is unable to be followed or does not seem the best course of action, the person in charge is to act on their best judgment.

A. *Prevention*

1. **Risk Assessment** will be carried out to minimise the occurrence of emergencies.

B. *Preparedness*

1. **Emergency equipment** will be available and kept in working order



2. **Training** will be conducted to ensure emergency procedures are known and understood by staff, students and by visitors where possible.
3. **Practice** emergency procedure drills will be carried out throughout the year.

C. Response

1. The **Emergency Procedures (EMP)** define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.
2. Kerry Street Community School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions.
3. A **Critical Incident Management Plan (CIMP)** is in place if the emergency is deemed by the chief warden to escalate into a crisis or critical incident (refer to Critical Incident Policy).

D. Recovery

1. A thorough **review** of the emergency and Incidence Management Team's (IMT) response is carried out by the Emergency Planning Committee (EPC).

Responsibilities

The School must notify the Department of Education Services [DES] of any critical and emergency school incidents, including:

- Circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
- Incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred while being educated.

A. Council

1. Writing and updating this policy in consultation with relevant parties
2. Ensuring the **Emergency Planning Committee (EPC)** reviews procedures annually.

B. Coordinator

1. The implementation of this policy
2. Ensuring warden training for all staff.
3. Initiating, logging and reviewing practice drills.
4. Ensuring that equipment maintenance is kept up.
5. Sit on the Emergency Planning Committee (EPC).



6. Liaise with Dynamic for annual review of the Emergency Procedures Plan (EMP)
7. Performing the duties of Chief Warden as defined in the EMP. (If the Coordinator is not present or is unable, the teacher in charge or the alternate chief warden as named in the EMP is the substitute.)

C. Administration Staff

1. Ensure lists are kept updated:
 - a. Staff and next of kin contact list
 - b. Students at risk list
 - c. Parent contact list

D. Teaching Staff

1. Complete warden training

E. Adult members of school community

1. All members of the school community are responsible for contributing to their own safety and that of others by:
 - a. acting on their awareness of potential risks,
 - b. familiarising themselves with emergency procedures
 - c. Acting responsibly in an emergency.

Related Legislation

- A. Occupational Health and Safety Act 1984
- B. Occupational Health and Safety Regulations 1996
- A. School Education Act 1999
- B. School Education Regulations 2000
- C. Privacy Act 1998
- D. Industrial Relations Act 1979
- E. Australian Standard AS3745 – 2010: Planning for Emergencies in Facilities.
- F. Health (Public Buildings) Regulations 1992

Related Kerry Street Documentation

- A. Procedures including:

Prevention:

 1. Procedure
 2. Risk Matrix
 3. Risk Assessment



Preparedness:

1. Procedure

Response:

1. Procedure
2. Emergency and Crisis Management Flowchart
3. POSTER - In Case of Emergency and Emergency Telephone Numbers
4. Evacuation Diagram
5. Evacuation Map
6. On/Off Site Evacuation Procedure / Lockout Procedure
7. Lockdown/Shelter-In-Place Procedure
8. Lockdown Procedure
9. Emergency Procedures

Recovery Procedure

- B. Emergency Management Plan (EMP)
- C. Critical Incident Management Plan (CIMP)
- D. Student Records
- E. Student at Risk Directory
- F. Staff Contact Directory
- G. Policies including:
 1. Critical Incident Policy
 2. Bushfire Policy
 3. Duty of Care Policy
 4. Child Protection Policy
 5. Behaviour Guidance Policy
 6. Excursions Policy.
 7. Camp Policy
 8. OHS Policy
 9. Risk Management Policy
 10. Asthma Care Policy
 11. First Aid Policy
 12. Severe Allergies Policy
 13. Communicable Diseases Policy



- 14. Hours of Operation Policy
- 15. Administration of Medication Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A. This policy was reviewed September 2012
- B. Reviewed July 2016
- C. To be reviewed September 2017

Revision History

Date	Revision	Detail
February 2019	V1.1	Addition of Lockdown procedure. Policy separated from Procedures