



Emergency Management Policy

RATIONALE

The effective and efficient management of emergency incidents is critical to the safety and wellbeing 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.

Containment: containing persons in a safe area in times of endangerment. i.e. "Lock down"

IMPLEMENTATION

Planning

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

The safety of staff, students and visitors will always be the prime focus of the EMP.

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

The EMP will be developed in consultation with local emergency services and all staff.

Evacuation assembly areas that provide shelter, water and toilet facilities will be identified in the school's EMP 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.

Containment areas that provide shelter, water and toilet facilities should be identified in the school's EMP 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 pre-announced and one unannounced emergency evacuation/containment drill will occur each term. And one pre-announced and one unannounced emergency evacuation/containment drill involving local emergency services (if available) will occur each year.

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.

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

School principals have automatic access to the Catholic Schools SAL. Access by other school staff is restricted to those granted access by the principal via the principal's *mystaff* page.

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

Before the incident:

➤ **Code Red Days and elevated bushfire risk**

The CFA website will be live all day and monitored by admin staff. Staff will be alerted by the Principal or Deputy Principal to the high risk and asked to be vigilant in seeing or smelling fire.

During the incident:

- The 'authority' will coordinate the school's Emergency Control Organisation (ECO)
 - This Team will usually consist of the Chief Warden, Wardens, Communications Officers and the Principal, Deputy Principal,



Administrative Staff and any other members of staff available who are not in the act of teaching students at the time.

- One of the ECO will be designed as the Chief Warden and the Chief Warden will take charge and follow the Emergency Management Procedures set out in the Red Emergency Management folders located at the Reception Desk and the two teacher planning offices in each building.
- Notify emergency services.
- 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 supervising students 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
 - Communicating with 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:

'Shelter in Place' (onsite) Assembly area

- The onsite assembly area will be the bluestone farmhouse and barn. This location is compliant with relevant regulations and serviced annually by Northern Fire Equipment Service Pty Ltd.

Offsite Assembly Areas

- The offsite evacuation assembly area or areas are located at Wallaby Early Learning Centre, 2 Shimmer Street, Epping North.
- Arrangements for use of the offsite assembly areas have been made with Raylene McManus centre Director 8457 9966.

Evacuation Procedures:

- An evacuation plan must be displayed in the learning spaces.
- When an emergency occurs students to be lined up at the door – do not allow students to return for books, bags etc.
- Teacher to check no student is left in learning studio and take the school role.
- Students to be assembled at designated assembly point in an organised and orderly manner.



- Role to be called to determine all students are present.
- Principal or designated staff to contact appropriate emergency services.
- Pre-determined staff members to check all non-classroom rooms, eg. toilet block, reading recovery room etc, to determine that no children are left in the area during the emergency.
- When incident is over, students to be returned to learning studio in an orderly manner (if safe to do so) and some reflective discussion on the emergency MAY take place. If students cannot return to school, they will be supervised until parents are contacted to collect them.
- 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.

Containment Procedures:

- Containment plan must be displayed in the learning spaces.
- When an incident occurs where children are to remain in the school, teachers will ensure they are kept calm through quiet activities within the room.
- Teacher to check no child has left the learning studio 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 non-classroom rooms, eg. toilet block, reading recovery room etc, to determine that no children are left in the area during the emergency.
- When emergency is over, children to be remain in learning studio (if safe to do so) and some reflective discussion on the emergency MAY take place.
- 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

Dynamiq Emergency Management

Critical Incident Policy

Bushfire Readiness Resources [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 sit

References:

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

Emergency Management Steps

During the incident:

- The 'authority' will coordinate the school's Emergency Control Organisation (ECO) This Team will usually consist of the Chief Warden, Wardens, Communications Officers and the Principal, Deputy Principal,
- One of the ECO will be designed as the Chief Warden and the Chief Warden will take charge and follow the Emergency Management Procedures set out in the Red Emergency Management folders located at the Reception Desk and the two teacher planning offices in each building.

Diocesan School Incident:

1. School notifies appropriate emergency services
2. School notifies:
 - a. Victorian Emergency Management Coordinator CEOM (Harry Allard) by phone.
 - b. The school will notify parents of those directly involved in the critical incident
 - c. As soon as possible forwards Incident Report via fax or email to Harry Allard
 - d. Catholic Education Office Melbourne Northern Region Manager (John Mills)
 - e. Neighbouring schools (if appropriate)
3. Victorian Emergency Management Coordinator CEOM:
 - a. emergency services (where required)
 - b. notifies school's Education Consultant
 - c. briefs the Director
 - d. notifies neighbouring schools



- e. keeps a record of the incident and any findings
- 4. Catholic Education Office Melbourne Northern Region Manager
 - a. Supports school in management of incident

Incident notification initiated from other source:

- 1. Emergency Services or Education Department Regional Office notify Victorian Emergency Management Coordinator CEOM of incident
- 2. Victorian Emergency Management Coordinator CEOM:
 - a. notifies schools by phone initially, followed by fax/email
 - b. notifies school's Regional Manager
 - c. briefs the Director
 - d. keeps a record of the incident and any findings
- 4. Education Consultant:
 - a. Supports school in management of incident

When do schools need to notify Victorian Emergency Management Coordinator CEOM?

- 1. Any incident that has the potential to have an impact beyond the local school or has the potential to attract media attention
- 2. Every time an emergency evacuation (or containment) has taken place whether onsite or offsite

Contact Details for Victorian Emergency Management Coordinator (Harry Allard):

Mobile: 0439642881
 Office: 92670404
 Fax: 94159325
 Email: hallard@ceomelb.catholic.edu.au

After Hours Contact Details for Northern Regional Manager:

Craig Carlin (Regional Principal Consultant) 0439647868

EMERGENCY MANAGEMENT ACCIDENT/INCIDENT REPORT

Return Completed Form To

Mr Harry Allard
 Emergency Management Coordinator
 Catholic Education Office

Email: hallard@ceomelb.catholic.edu.au
 Facsimile: 03 9415 9325
 Telephone: 03 9267 0404
 Mobile: 0439 642 881

Type of Incident

e.g. Assault off site or onsite, Motor vehicle or bus accident, Theft, Stranger alert, Fire

School Details

Name		Suburb	
Address		Postcode	
Telephone		Facsimile	



Reported by		Position	
Region		File No	<i>Office use only</i>

Accident / Incident Details			
Incident Date		Incident Time	
Report Date		Report Time	
Location			
Details of Accident / Incident			
Description of Perpetrator or Cause			

Agencies Notified					
Police	<input type="checkbox"/>	Ambulance	<input type="checkbox"/>	Fire MFB/CFA	<input type="checkbox"/>
EM DE&T	<input type="checkbox"/>	CEO	<input type="checkbox"/>	Other _____	<input type="checkbox"/>