



EMERGENCY MANAGEMENT Policy

AIM:

To ensure that the safety of students and staff is maintained, as far as possible, during an emergency or a disaster.

GUIDELINES:

* For the purpose of this policy, an **emergency** is defined as - any sudden event which endangers or threatens to endanger the safety or health of any person, or which destroys or threatens to destroy or damage property. School Emergency Procedures are as follows: -

1. Assist anybody in immediate danger.
1. **Raise the Alarm** - Notify the office and ensure that emergency services have been contacted. NB. -
 - **POLICE, AMBULANCE & FIRE BRIGADE - 000**
 - **DEECD 24 HOURS COMMUNICATIONS CENTRE - 9589 6266**
3. Assess the danger posed by the emergency and restrict the danger area.
NB. Close doors, windows, and turn off electrical appliances, if necessary.
4. Liaise with emergency services, DEECD, government officers as required.
5. **If instructed to do so, and / or on hearing the evacuation signal through PA system: -**
 - Evacuate to school oval and remain clear of the danger area (* **See Evacuation Plan**).
 - Remain at designated assembly area until advised otherwise.
 - Staff will account for all students (class teachers should collect rolls on evacuation command).
6. Fight the emergency only if it is safe to do so.
7. To prepare school community members for a potential emergency, the appointed Emergency Workplace Co-ordinator will organise practice emergency evacuation drills throughout the year.
8. Business manager to co-ordinate and maintain current, up to date emergency contacts and phone numbers for all staff and students.
9. A debriefing session will be held following each 'Emergency Evacuation Drill' to enable fruitful evaluation and updating of evacuation procedures.

This policy was last ratified by School Council in....

June 2009