

CHALCOT LODGE PRIMARY SCHOOL

EMERGENCY MANAGEMENT

Initial Copy

1996

RATIFIED

4/11/21

POLICY

- To provide a safe learning and working environment for students, staff and all those on the premises at Chalcot Lodge Primary School, on camps, excursions and outdoor adventure activities.
- To develop a coordinated response to prevent, prepare for, respond to and recover from emergencies.

SUMMARY

The Department of Education and Training (DET) is obliged, as a government agency, to respond to emergencies affecting schools in accordance with the provisions of the Emergency Management Act (1986:Version incorporating amendments as at 1 July 2010), the State Emergency Response Act 2013

- (DISPLAN) and the State Disaster Recovery Plan;
- Under Victoria's Emergency Management Act 1986, an "emergency" is defined as "any actual or imminent event which in any way endangers or threatens to endanger the safety or health of any person or which destroys or damages, or threatens to destroy or damage property";
- The Chalcot Lodge Primary School Emergency Management Policy and Program must be in line with the DET documents: Education Emergency Management System (EEMS); Managing School Emergencies Manual; the Emergency Management Act (1986); and meet Occupational Health and Safety requirements;
- The Emergency Management Plan (EMP) must mitigate exposure to potential risks and ensure, when necessary, coordination of a response at state, regional and local levels when an emergency occurs;
- Combating authorities, ie. police, ambulance, fire brigade, have legal responsibilities for coordinating and controlling the response to emergencies;
- DET is a support agency and has the obligation to comply with the requests and directions of the responsible emergency service, to ensure that the safety and well being of those involved in the emergency are maintained;
- Emergency Management involves planning, prevention, response and recovery;
- Effective planning can mitigate potential hazards, can reduce the effects of emergencies which cannot be prevented, and can play a significant role in returning the school environment to usual operations following exposure to an emergency; and

- Under the State Disaster Plan, DET provides advice, information and coordination of resources to assist combating agencies, ensures that the legal responsibilities for the care of children are fulfilled and provides specialist support services, including counselling and debriefing to members of school communities affected by emergencies.

POLICY

- To ensure effective implementation of the EMP when confronted by an emergency, all staff must: be responsible for its implementation; be aware of its contents; be involved in regular training; and adhere to its procedures during an emergency;
- The EMP, emergency telephone numbers and the names of students and staff with special needs will be reviewed in Term 1 of each year and specific implementation details will be reviewed directly following an emergency incident or drill;
- All incidents likely to adversely affect the safety and well-being of students, staff, or visitors are to be reported at the earliest opportunity to the Principal/Assistant Principal and responded to immediately and recorded in the Hazard Alert Register;
- Emergencies must be reported to the Office of Emergency Management (OEM) and to appropriate emergency services on 000;
- The OEM will notify the South Eastern Metropolitan Region (SEMR) Emergency Management Coordinator who will take appropriate action;
- The Emergency Coordinator is the Assistant Principal or in their absence the next senior person;
- The Regional Coordinator may assume responsibility for control and coordination in some circumstances;
- In circumstances requiring state wide coordination, the State Coordinator will be responsible for coordination;
- The Emergency Coordinator may establish a coordination centre, which may be on or off the school site, with access to telephone communications;
- Specific roles and responsibilities of all staff are outlined in the school's EMP document;
- Responses to specific types of emergencies are outlined in the EMP;
- All staff members are given a full version of the EMP on the first day of the school year which must be kept in the plastic holder near the door in each room;
- The first aid bags must be kept in a highly visible and easily accessible location in the First Aid room;
- In the case of an emergency, the school will be alerted by the sounding of three alternate bursts of the alarm siren and details of the emergency and instructions will be announced on the school public address (PA) system by the Emergency Coordinator;
- The Emergency Coordinator will specify the type of evacuation required, which may include the evacuation within the building, to another building, within the school ground or beyond the school;
- The Emergency Coordinator will designate one or more 'On-site' coordinators who will be responsible for collection of the school's mobile telephone/s and for liaison with the Emergency Coordinator;
- A map of the emergency exit routes will be displayed in each room, near the door;
- Smoke detectors will be located in close vicinity to any rooms which contain cooking facilities and will be checked at the beginning of term 1 and the end of term 4;
- When calling an emergency service from a mobile phone, call 112 or 000;
- Teachers are responsible for the safety and orderly supervision of their students during an evacuation and for the duration of the evacuation;
- Teachers will be directed by the Emergency Coordinator during the emergency and should only initiate any action without the Coordinator's authorisation, where the students' safety is at immediate risk;
- Teachers are to take, student medication (asthma pumps & diabetic kits), first aid bags and their personal mobile phones with them (attendance will be recorded via COMPASS), if the classroom is evacuated;
- The Emergency Coordinator will direct an office staff member to collect students' specific critical medication including EpiPens & diabetic kits, Student Medical folder stored in the First Aid room, First Aid bag;

- In the case of all evacuations or lockdowns, students must be assembled in quiet, orderly class lines with other classes of the same year level;
- At the evacuation site, teachers must mark their roll and count their students via COMPASS;
- The Emergency Coordinator will notify the “On-Site” Coordinator of students who are in the First Aid Room;
- Students will be brought to the evacuation site by a DET employee where possible;
- Teachers must report to the “On-Site” Coordinator that all class members are safe and accounted for and immediately indicate if a student is missing;
- The “On Site” Coordinator/s must alert the Emergency Coordinator via the mobile phone/s immediately if anyone is missing or injured;
- No teacher is to leave students unsupervised and must make arrangements for supervision by another adult, preferably a DET employee, before engaging in tasks as directed by the Emergency Coordinator;
- No student is to leave the school or the evacuation area with a parent or another adult unless specific authorisation to do so has been issued by the Emergency Coordinator;
- After receiving approval from the Emergency Coordinator, the supervising teacher must record on COMPASS the student being picked up and the name of the authorised adult;
- In the case of alarm and PA failure, a hand-operated device (loud hailer / brass bell) may be used;
- Line 3 is to be used during an emergency by the Emergency Coordinator to liaise with Emergency Services and the Office of Emergency Management. Lines 1 and 2 will be used for all other communications;
- In the case of total power failure, mobile phones will be used;
- Prior to camps, excursions and swimming, organising teachers are to complete appropriate form/s for approval at Chalcot Lodge Management Committee meetings prior to being tabled at School Council for approval;
- All details of camps, including risk assessments, will be tabled at School Council; for approval;
- All camps and excursions will be documented online by the Principal using the Notification of a School Activity website;
- The teacher in charge attending an interschool sporting event or excursion must be familiar with the section of COMPASS pertaining to permission slips and personal information of each student including emergency contacts.
- Permission slips must include emergency contact numbers for parents;
- The teacher in charge must have a first aid kit and mobile phone, their own or the school’s;
- School mobiles shall not have a PIN;
- The EM coordinator is responsible to ensure that all members of staff are aware of school mobile phone locations;
- During interschool sport, any injury or accident to any participant must be reported to the host school’s teacher in charge, who works in consultation with the visiting school’s teacher in charge and with the full support of the Principals of schools represented;
- Where there is a district Displan for Interschool sport, this must be heeded;
- When critical incidents occur, the Principal shall follow the procedure as outlined in the ‘Managing School Emergencies Manual’;
- The Assistant Principal / or nominee is responsible for organising practice of various types of evacuations during each term;
- Following drills, staff will complete a feedback sheet re’ the effectiveness of the drill and issues of concern. This information will be collated and distributed to staff;
- Administration staff will be responsible for the maintenance of the loud hailer, torches, batteries and school mobile phones;
- Regular maintenance checks of appliances such as heaters, boilers, air conditioners, speakers, fire services, exit signs and routes etc will be made according to the DET Inspections Schedule with logs being maintained and stored in the Essential / Non essential Services manual, produced each year;
- One staff member will be elected to the position of Occupational Health & Safety staff representative and will receive training, monitor risk factors and liaise with the Principal and Facilities Coordinator;

- All registers will be maintained according to OH&S guidelines and the Chalcot Lodge PS OH&S calendar;
- All visitors must sign in and follow the instructions of the Emergency Management Co-ordinator;
- The Emergency Management Co-ordinator will delegate someone to take the Visitors book to the EM evacuation site;
- The Principal / Assistant Principal will act as the Occupational Health & Safety management representative; and
- Staff must not make any comment to the media but should refer them to DET Media Unit.

REVIEW CYCLE

This policy will also be updated if significant changes are made to any emergency management procedures that require a revision of Chalcot Lodge Emergency Management Policy.