Moorabbin Primary School

Emergency Management Policy

2018

Rationale

To ensure the safety of all staff, students and school visitors in the event of an emergency situation, schools must have a current Emergency Management Plan that contains the four components of preparedness, prevention, response and recovery. The response plan is devised in response to critical events that affect members of the school community.

1. Aim

Moorabbin Primary School will:

○ ensure that staff, students and the school community know what the Emergency Management Plan contains
○ ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
○ test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols

2. Implementation

The Emergency Management Plan must:

○ describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
○ cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
○ be reviewed annually and following an emergency or crisis

The Emergency Management Plan must include:

Preparedness

○ the range of emergencies covered including bushfires
○ a site plan and general description of the school and its environment
○ roles and responsibilities of staff and others
○ identified evacuation assembly areas that provide shelter, water and toilet facilities in the school's emergency management plan
○ monitoring fire risks and activity on high-risk or total fire ban days
○ alternative evacuation assembly areas and exits from buildings and grounds

- emergency services and key personnel contact numbers.
- multiple methods of communication during an emergency including:
  - at least two avenues of communication to all staff and students
  - a school wide communication system that is not based in the general office (as this may be unavailable (e.g. primary communication by Public Address system and secondary by signals using an alarm of a hand held school bell).

Prevention:

Moorabbin Primary School's Emergency Management Plan will include an assessment of risks and hazards facing the school. For example, schools can minimise or remove fire hazards by:

- detailing the location and operation of fire-fighting equipment
- safely storing flammable materials
- removing combustible fuel, including long grass, surplus equipment and documents
- repairing or replacing defective appliances and equipment
- maintaining furnace and switch rooms and keeping under-floor areas free of stored materials

Response

Moorabbin Primary School's Emergency Management Plan will include:

- procedures for reporting emergency to be followed by staff and students during an emergency
- the effects of an emergency on student supervision if staff must:
  - assist injured students
  - go for help
- arrangements for supervision of students for the duration of the emergency and until the normal dismissal time
- Communication to parent via Compass
- arrangements for the recording of details concerning any student who is released into the care of a parent/guardian during an emergency
- lockdown/lockout and evacuation procedures including arrangements for a mandated head count of all students and staff following such an event
- readiness levels and 'trigger points' for decisions about school closures
- The Department's 24 hour Emergency and Security Management Branch on ph: **(03) 9589 6266** for all emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately.

Lockdown:

A lockdown is the procedure for when staff and students must remain inside due to a threat outside the building. During a lockdown, staff and students must be regularly updated about the current situation, preferably every 15 minutes.

Practices included in lockdown arrangements are:

- students return to home rooms
- off-duty staff check toilets, library and computer labs
- lock doors and windows, particularly those giving external access
- lock corridor doors, nominating who is responsible
- stay away from windows and below window lines
- turn off lights, heating and cooling and close curtains or blinds
- stand by for communication from the office and updates

Lockout

A lockout is the procedure used when an internal and immediate danger is identified and it is determined that students should be excluded from buildings for their safety.

Practices included in lockout arrangements are:

- announce the lockout with clear and specific instructions
- nominate staff to lock doors to prevent entry and check classrooms and corridors for anyone left inside
- stand by for communication from office or designated central control point and updates
- consider the possibility of an event occurring at recess and lunchtime

Recovery

Moorabbin Primary School will establish, and document, recovery programs for use following emergencies and review emergency arrangements after an emergency has occurred.

3. Evaluation

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

4. Resources

- o DET resources:
  - https://www.education.vic.gov.au/about/programs/health/pages/emergencies.aspx

- http://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx
- https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx?&Redirect=1
- http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/num_act/ema2013732013236/
  (Victorian Emergency Management Act 2013)