

Alfredton School

Board of Trustees Policy

NAG 5



EMERGENCY PROCEDURES

OBJECTIVE

The safety of pupils and staff while at school is a fundamental responsibility of the Board of Trustees.

Emergencies to be prepared for:

- Fire
- Flood
- Earthquake
- Major road accident
- Storm
- Agricultural epidemic

PURPOSES

1. To establish the procedures for emergency at the school

RESPONSIBILITIES

The Board of Trustees will:

1. Ensure the policy is upheld within the school through regular reporting and monitoring

The Principal will:

1. Develop the necessary procedures to fulfill the requirements of this policy

PROCEDURES

Basic Procedures for Fire

1. On the discovery of a fire:
 - a. shout fire
 - b. ring hand bell continuously
 - c. evacuate rooms by safest door
2. Evacuation to be order by teacher or previously nominated senior pupil
 - a. assemble on the field/check roll
 - b. check buildings
 - c. phone fire brigade
 - d. children remain at school until collected by parents or delegated adult

Basic Procedures for Storm/Flood

1. If a severe storm develops school is to be closed and children sent home while it is safe to do so, no child to be left anywhere there is doubt as to whether an adult is available to supervise them.

Otherwise keep children at school away from windows etc. until storm/flood abates and children are collected by parents or delegated adult.

Basic Procedures for Accident

1. Outside school with dangerous good
 - a. evacuate the school to a safe place
 - b. follow instructions of Fire Brigade or Police
2. School bus
 - a. children remain with the driver at the bus, and if possible two senior pupils to go for help.

Basic Procedures for Agricultural Epidemic

1. Respond as necessary to directions/requests from authorities.

Basic Procedures for Traumatic Incidents

1. The Principal and Board of Trustees Chairperson are automatically part of the 'Crisis Management Team'. A staff member and/or Board of Trustees member is to be designated a member of the team also (this should be done when Board of Trustees member role/duties are allocated)
2. The Principal is the media spokesperson for the school and the Board of Trustees, as that person is the school manager. Board of Trustees members and other staff are not to speak to the media. The Chairperson will do so if the Principal is unable to fulfill the role.

Emergency Kits

1. Each family will be asked to provide food and emergency blankets for their children.
 - a. These kits will reflect any health & medical needs of the students
2. This will be done as each new entrant is enrolled with a guide developed in conjunction with Civil Defence for it's contents

Crisis Management Checklist

These need to be actioned as soon as possible (within 24 hours)

- Make sure written records are kept throughout
- Evaluate the situation, gather the facts
- Principal informs the Board of Trustees Chairperson
- Crisis team called together and apprised of the situation (members designated at the Board of Trustees election)
- Inform the appropriate agencies (M.O.E., insurance company, CYPFS (if involved) etc)
- Crisis team to assess situation
- Inform staff and other Board of Trustees members
- Decide on a means of informing the pupils, parents and community (if deemed necessary)
- Prepare a written statement for phone calls, enquiries, newsletter (REMEMBER - Principal is the spokesperson for the school and Board of Trustees - no comments from other Board of Trustees members of staff)

- Prepare a script for teachers to assist telling students (if deemed necessary) and to answer student questions
- Identify at-risk students and/or staff
- Put in place support systems (counselling, relievers etc)
- Is there a need to close the school (funeral?)
- Arrange that the crisis team meets at the end of the day to plan for the following days/further action to be taken

Policy recommendations to ensure preparedness for the above procedures

- Children to be reminded of the reasons for emergency procedures and practice in full at the beginning of each year
- A Civil Defence Unit at least every two years as part of Social Studies programme
- Ongoing units over a two year cycle on fire safety, earthquakes, keeping ourselves safe etc, as part of Social Studies, Health and Science programmes.
- Parents to be notified at the beginning of each year procedures for emergencies, particularly the need to keep children at school until they are collected
- Parents of new enrolments to be informed of emergency procedures at the time of enrolment (refer to parent information pamphlet)
- Suitable equipment and supplies are to be provided to the school. These are to be maintained and checked regularly. Civil Defence to be notified as soon as possible.
- A list of pupils’ medical conditions to be compiled by school
- A list of emergency contacts to compiled by school to cover instances where parents are unable to be contacted during an emergency
- Emergency and medical lists and phone tree to be updated annually

Procedures to be revised annually at the beginning of each year.

CONCLUSION

The safety and welfare of pupils will continue to be of prime importance.

This policy was adopted by the Alfredton School Board of Trustees in 2017

Board of Trustees Chairperson

Principal

To be Reviewed: 2019