

Emergency Management & Security

Policy

The safety of students is the foremost concern of the college in the event of an emergency. The college will have procedures in place to minimise risk in the event of an emergency.

Executive Summary for Teaching Staff

The purpose of this policy is to ensure that teachers act in the interest of students in the event of an emergency. Teacher staff should ensure that they have familiarity with the policies and the procedures within the context of their own classroom.

Procedure - Communication with Media

1. No member of staff is allowed to communicate to the media or express personal views through social media outlets.
2. The Principal is the only authorised point of contact for all media enquiries. All requests for information must be referred to the Principal.

Procedure - Catastrophic Weather Warning

1. The college will receive advice from the relevant state authority on the impact of severe weather on the college.
2. Parents will be advised either by letter, the college website, phone, or SMS regarding the impact on the college.
3. The Principal or their delegate will be responsible for assessing the college site for normal use after the catastrophic weather warning has finished.

Procedure – Planning of offsite activities at risk of bushfires

1. Please refer to the [Risk Assessment & Offsite Activity Policy](#) for information relating to the risk of bushfires.

Procedure – Review of flammable materials on the school property and emergency access

1. The Principal will ensure that a schedule is in place for the removal of materials that may be easily ignited and that flammable materials are safely stored.
2. The Principal will ensure that building exits are clearly marked and free from obstruction.
3. The Principal will ensure that there is a clearly designated assembly point and access for emergency vehicles.

Emergency Management Plan Procedures

Procedure - Bushfires

1. The designated safe refuge is to be [the Singleton town centre](#).
2. The college will maintain a state of readiness by removing rubbish and keeping fuel away from buildings.

3. The college will receive advice from the relevant state authority on the impact of active bushfires on the college.
4. An administration team member will check the NSW Rural Fire Service (RFS) website and scan the horizon for signs of smoke.
5. In the event of a RFS warning for the site the college is to evacuate to the safe refuge.
6. Parents will be advised through letter, the college website, phone and or SMS as to the impact on the college.
7. The Principal or their delegate will be responsible for assessing the college site for normal use after the bushfire has finished.
8. The Principal will inform the school board.

Procedure - Lockdown & Evacuation Notification

1. The Principal or their delegate will notify the whole of campus via the alarm system.
2. Lockdown (lockdown signal)
3. Evacuation (evacuate signal)
4. All Clear (bell signal)
5. In the event of alarm system failure, the Principal or their delegate would notify the whole of campus through the phone system.
6. In the event of power failure, the Principal or their delegate would notify the whole of campus through the portable megaphone.
7. This procedure is to be practiced at two different times during the college year.

Procedure - Lockdown Procedure

1. The teacher will lock the door
2. The teacher will close all of the windows
3. The teacher will take the class roll
4. The teacher will instruct the students to calmly and quietly wait for an all clear signal
5. The Principal will inform the school board.

Procedure - Evacuation Procedure

1. The teacher will take the class roll and assemble the students.
2. The teacher will take the students to the designated evacuation area.
3. The teacher will take the class roll and report the student numbers to the Principal or their delegate at the evacuation area.

Procedure - Critical Incident

1. A critical incident is an event in which there is a high likelihood of traumatic effects. Critical incidents could include but are not limited to a death or serious injury, staff or student suicide, major vandalism, sexual assault at school, missing students or school intruders.
2. The Parent/Guardian must be notified in the event of a critical incident.
3. The Principal will fully cooperate with the relevant state authority (for example – the NSW Police).
4. The Principal of the college is the only person authorised to speak to the media or the college community.
5. The Principal will inform the school board.

Procedure – Review process after a significant incident and/or twelve months

1. In the event that the Emergency Management Plan has to be enacted, the Principal will conduct a review of the plan and the procedures used.
2. The Principal is to conduct a review of the Emergency Management Plan prior to the beginning of the school year.
3. The Emergency Management Plan and procedures are to be updated as per the review.

Version

2.0

Review

2016 or as required