

Emergency Management Policy and Procedures

Values

The Small School fosters the wellbeing and safety of children.

The Small School maintains buildings, grounds and facilities to deliver the curriculum and keep the school community safe and secure.

Purpose

To set out lines of responsibility in the event of an emergency at The Small School.

To advise Emergency Services of the school's procedures.

An emergency is the actual or imminent occurrence of an event which in any way:

- Endangers or threatens to endanger people.
- Destroys or damages, or threatens to destroy or damage, property.

Responsibilities

The School Manager is responsible for evacuation and lockdown planning at The Small School.

The School Manager:

- Is the Building Safety Supervisor at The Small School and is responsible for general upkeep of the school building, including the annual fire assessments and maintenance of the Exit lights, fire extinguishers and fire hose reel.
- Conducts regular planned and unplanned evacuation and lockdown drills.
- Ensures this policy is highlighted in communication with staff, volunteers and children via relevant publications (newsletters, reminder emails) and in meetings.
- Coordinates emergency situations.
- Reviews this policy and recommends any changes to the School Board after each emergency or drill.

In the School Manager's absence, the most senior teacher on duty coordinates an emergency situation.

The person in charge during an emergency wears a high visibility vest to assist with identification by emergency services.

All on-site staff are responsible for assessing safety and must evacuate the premises in the event of an emergency. Classroom procedures to be followed are set out on the Emergency Card (reproduced as Attachment A to this policy) permanently located near the exit doors on the ground and first floors.

Teachers will be directed by the School Manager during the emergency and should not initiate any action related to the emergency without the School Manager's authorisation. This does not prevent a teacher taking action that minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a child to reduce the effects of an injury.

Any staff member given a task to complete by the School Manager should advise the School Manager when it has been completed.

All staff and volunteers should make sure they are familiar with the instructions in this policy, the Evacuation fire plans and the Emergency Card.

If children become aware of an emergency situation or hazard they should notify a staff member or the office immediately. If children find themselves in an emergency situation they should follow the instructions of their teacher or School Manager at all times.

Process for achieving purpose

Outside of an emergency the School Manager or nominee is responsible for:

- Ensuring the laminated Emergency Cards remain current and in position next to all Exit doors on the ground and first floors.
- Ensuring the Evacuation fire plan (downstairs) and Evacuation fire plan (upstairs) remain current and in position next to Exit doors on the ground and first floors. The Evacuation fire plans are reproduced as Attachment B to this policy.
- Placing the Daily Departure List (the list of all children in attendance on each day) on the clipboard next to the Emergency Cards each day after the attendance reconciliation has been completed (see Enrolment and Attendance Policy and Procedure).
- Maintaining a Health Care Plan for each child with a medical condition at the school and storing it along with any medication for the child in the First Aid back pack kept in the Main Office.
- Maintaining the first aid kit in the Main Office.
- Storing the school siren and loud hailer in an accessible and marked location in the Main Office.

In an emergency the School Manager (or other person coordinating):

- Assesses the danger posed by the emergency, identifies affected parts of the school and assesses the likelihood of the danger spreading.
- Ensures that the appropriate emergency services are contacted.

- Decides on the basis of this assessment whether evacuation or lockdown is required.
- If necessary, announces by loud hailer the type and location of the emergency.
- Direct evacuation as required, sounding the school siren continuously if evacuation is necessary.
- Allocates areas to be checked by other staff.
- Collects First Aid back pack from Main Office if possible and takes school mobile phone.
- Takes one of the Emergency Cards and Daily Departure List (DDL) from an Exit door.
- Proceeds to evacuation area in the rear car park (see Evacuation fire plans) and liaises with staff on evacuation.
- Advises emergency services of any further details.
- Directs staff as necessary to check any areas.
- Liaises with emergency services on arrival.

Teachers:

- Follow instructions from the School Manager and provide instructions to children and volunteers in their care as required.
- Ensure the immediate safety of all children.
- Remain with their class at all times.
- Ensure that all children are accounted for.
- When advised to evacuate, proceed with children and volunteers calmly through the nearest Exit door to the evacuation area marked on the Evacuation fire plans.
- Take the Emergency Card and the DDL located at exits.
- Be sure to check each allocated area prior to leaving.
- Check children against the DDL in the evacuation area.
- Should there be a child unaccounted for, immediately advise the School Manager.
- Await further instructions.

Children:

- Look and listen and follow your teacher's instructions at all times.
- Do not take anything with you (medical items excluded).

Other than the evacuation of children in immediate danger, evacuation should only be commenced at the direction of the School Manager or other person coordinating. All children are to remain in their class groups and under adult supervision at all times.

Evacuation routes:

- All evacuation routes should be through the external building doors and should follow the green Exit lights over exit doors on the ground and first floors.
- On the first floor all children and staff should proceed down back stairs, if possible, and to the evacuation area in the rear car park. If this is not possible, proceed down the front stairs to the evacuation area at the front of the building (see Evacuation fire plans), following the green Exit Lights over front and back doors.
- On the ground floor, children and staff should evacuate through either exit door at the rear of the building if possible. If not, they should evacuate through either of the front exit doors. All exits have green Exit light.
- Evacuation routes should be via the safest and most direct route to the evacuation areas. Routes are shown on the Evacuation fire plans. The evacuation area in the rear car park is the first priority for evacuation as it is a safer area for all children and staff to congregate, for a lengthy period if required. The front evacuation area on the footpath on King Street is closer to the road. Once the staff member who has evacuated children to the front evacuation area is satisfied all children in their charge are accounted for and safe, they should relocate calmly and carefully across Brisbane Street and sit in the shade on the edge of Knox Park, until they receive further instruction.

An emergency requiring lockdown

At the moment a threat is perceived and lockdown necessitated, the School Manager sounds the school siren three times.

Staff and children are to immediately stop what they are doing and gather together for a count. Once the staff member in charge of the class at that time has established that all children under his/her care are accounted for, the class must return to their classroom (if not already in situ) and lock the door(s).

Children and staff are to gather within smallest space available until all clear is sounded by the ringing of the School Bell. Children and staff are to stay as quiet as possible until the all clear is sounded. No one is to go near windows or doors and to stay low and quiet at all times.

Staff are to keep their mobile phones with them at all times and to check for text messages from the School Manager. Under no circumstances are they to make voice calls.

Staff and children must stay together at all times.

Specific emergencies

Bus Accident – Camps and Excursions

Mobile phone to be taken.

Excursion First Aid Kit to be taken, containing Health Care Plans and any accompanying medication.

Senior staff member will attend.

Contact 000.

Dangerous storm

Monitor storm warnings online. See also Flood Management policy.

If conditions require, ring the school bell and make announcement to get children inside.

Ensure that everyone stays indoors.

Secure windows, doors and loose materials.

If necessary, lie children under desks or tables until storm passes.

If the building is obviously about to collapse or disintegrate, evacuate the room. Children should be transferred to another building

No children should be allowed outside unsupervised until the area is found safe and free from debris, powerlines etc.

Flood

See Flood Management Policy.

Monitor flood warnings.

Ensure backup of all systems stored off-site at all times.

Children are to be supervised indoors until collected by a parent / guardian and following School Manager's authorisation.

Communications

The School Manager's mobile phone is to be used during an emergency to liaise with emergency services. The general office telephone (the school phone) will be used for all other communications. To minimise overloading to the school phone, calls must be restricted and should be brief.

If it is safe to do so, when the School Manager (or other staff member coordinating) collects the First Aid back pack from the Main Office they should take the school lap top and external storage device located in the safe in the Main Office. A back-up of all computer-based information is also stored online, however in the event of a severe weather event the internet may be not be accessible for several days.

Following an emergency, parents attending the school are to be directed to the School Manager or nominee to provide information concerning the welfare of children and other information about the emergency.

After an emergency

Releasing children into parent care

During or after a critical incident, children may only be released into the care of a parent or guardian provided that it is safe to do so, there are no ongoing medical concerns and the permission of the responsible teacher and the School Manager is obtained. Children must be marked off the DDL, recording the name of the child, the adult they have left with, their destination and time of release.

Recovery Programs

After any emergency consideration should be given to trauma and emergency recovery programs for all those children, staff and parents involved whether directly or indirectly.

Media

The School Manager is authorised to speak with the media if necessary. Any enquiries from the media should be directed to the School Manager.

Report of Incident

Following any emergency, the School Manager will create a report for parents, staff and the School Board, including:

- When the event occurred.
- Timeline of events eg. fire started, police contacted etc.
- Description of incident.
- Injury report.
- Damage report.
- Review management of the emergency situation/response and recommend any changes needed to this policy to the School Board.

School Manager checklist post-event (within 24 hours)

- Collect information from people involved.
- Discuss level of response required with teachers, including what needs to be discussed with children and how it should be discussed.
- Inform Chairperson of School Board, provide an indication of when the report will be provided and arrange a meeting of the School Board.
- Maintain contact with the parent body via email or newsletter and include information of when the full report will be available.
- Monitor school community reactions.
- Monitor and support those in care-giving roles.
- Liaise with outside agencies and decide which agencies the school may need to work with.

Appendices to this Policy

- Appendix A - Emergency Cards (laminated)
- Appendix B - Evacuation Fire Plans first floor and ground floor.

Resources to be maintained in the Main Office

- High visibility vest
- School Siren and loud hailer
- School Bell (manual)
- Battery operated radio
- First Aid kits, including First Aid back pack.

Register of Emergency Services

SERVICE	TELEPHONE / CONTACT	ADDRESS
FIRE, POLICE , AMBULANCE	000	
POLICE - MURWILLUMBAH	6672 9499	81 Murwillumbah Street
SES	132 500	
ABC Local Radio Richmond/Tweed	98.5 FM	
BUREAU OF METEOROLOGY Weather Warnings	www.bom.gov.au	
MURWILLUMBAH HOSPITAL	6672 1822	Emergency Department Ewing Street, Murwillumbah
POISONS HOTLINE	13 11 26	
TWEED SHIRE COUNCIL	6670 2400	24-hours 1800 818 326
Water – Call Council	6670 2400	24-hours 1800 818 326
Power – Origin Faults and Emergencies	13 20 80	

Appendix A - Emergency Cards (laminated)

EMERGENCY CARD FOR TEACHERS AND VOLUNTEERS



ADDRESS: THE SMALL SCHOOL, 8 KING STREET, MURWILLUMBAH, NSW, 2484

WHAT TO DO IN AN EMERGENCY

Move yourself and children away from any danger zone.

REPORT...

- Notify school manager immediately
- The school manager is the emergency coordinator (if the school manager is absent a teacher is the emergency coordinator)
- The emergency coordinator calls appropriate emergency services from the register below

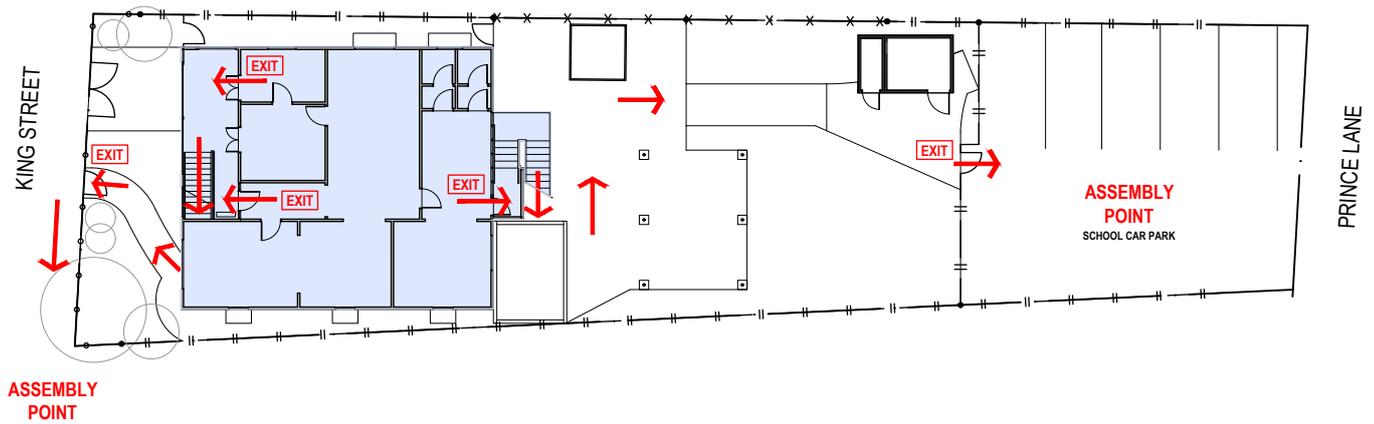
EVACUATE

- Follow instructions from the emergency coordinator
- Do not leave children unsupervised (if instructed by the emergency coordinator to complete a task, arrange for alternative supervision first)
- Listen for school siren or other instructions to evacuate
- Teachers take the daily departure list along with this emergency card and mobile phone if possible
- Teachers collect all children in their care and proceed calmly through the nearest exit (with green exit light) to the safest evacuation area.
- Teachers mark children present on the daily departure list
- Immediately notify the school manager if a child is unaccounted for
- Children must not be released to a parent/guardian without the authority of the emergency coordinator
- Record the name of the child, the adult, destination and time of release on the daily departure list.

SERVICE	CONTACT	ADDRESS
FIRE, POLICE , AMBULANCE	000	
POLICE - MURWILLUMBAH	6672 9499	81 Murwillumbah Street
SES	132 500	
ABC Local Radio Richmond/Tweed	98.5 FM	
BUREAU OF METEOROLOGY Weather Warnings	www.bom.gov.au	
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Appendix B - Evacuation Fire Plans first floor and ground floor

The Small School fire evacuation plan first floor



The Small School fire evacuation plan ground floor

