

# EMERGENCY MANAGEMENT POLICY

**For the purpose of this policy, an emergency is a serious incident that requires medical attention or a police investigation.**

## **Rationale:**

Alphington Primary School is committed to providing a safe environment for all. The school recognises the need to develop an Emergency Management Plan (EMP) which provides a detailed plan of how to respond in emergency situations. This Emergency Management Policy is supported by the Emergency Management plan which is located in every classroom throughout the school.

## **Aims:**

To

- Ensure that staff, students and the school community have a clear understanding of the EMP and its procedures.

## **Implementation:**

1. The school implements an Emergency Management Plan for a serious incident is one that requires medical attention or a police investigation. (See Appendix One – Reportable Incidents)
2. The EMP provides a detailed plan of how APS will prepare and respond to emergency situations.
3. The EMP applies to all staff, students, visitors, contractors and volunteers at APS
4. The EMP is developed in consultation with relevant emergency services and the Security Services Unit
5. The EMP includes
6. Relevant Emergency Contacts
7. Communication Trees
8. A Risk Assessment for offsite and onsite activities
9. Lockdown and Lockout procedures
10. Emergency Responses for specific emergencies

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in ...

**October 2015**

## **Appendix One**

(taken from <http://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx>)

### Reportable incidents

As a general rule, a serious incident is one that requires medical attention or a police investigation.

Examples of reportable incidents involving schools include:

- motor vehicle collision and/or all WorkCover incidents
- impact by machinery, equipment, aircraft
- fatalities
- fire on school grounds, bush or grass fire
- incidents of death or serious injury (injury requiring medical attention)
- incidents resulting in:
  - closure or significant damage to parts of a building or its contents and/or a threat to health and safety
  - bomb threat
  - outbreak or incidence of disease
  - presence of toxic fumes or explosive conditions
  - finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, marine distress signals, propellant powders etc
  - fumes, spill, leak or contamination by hazardous material
  - flood, windstorm, earthquake or other natural disasters
  - criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
  - neighbourhood complaint
  - missing/disappearance/removal of student/s including:
    - unauthorised/unexplained absenteeism from school
    - unauthorised absenteeism resulting in a missing persons report
  - firearms, weapons or bomb threat
  - behaviour of a student, visitor or staff member that could lead to potential risk to someone else
  - serious threats made against a person
  - siege or hostage situation
  - need for evacuation or lockdown
  - unethical staff behaviour particularly if it involves taking advantage of a student, visitor or staff member
  - issues of negligence or legal liability
  - near misses: incidents that very nearly lead to injury or death, e.g. hazardous conditions observed/near misses.
  - an event with a major impact on school operations or the potential to:
    - involve the relevant Minister
    - subject the Department to high levels of public or legal scrutiny.

**Note:** Schools should also report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.

### Bomb threats

If a bomb threat is received via a telephone call, follow your Emergency Management Plan.

- call police on **000**
- notify the Security Services Unit on 03 **9589 6266**
- implement the school's emergency management plan

- do not search for the bomb
- do not allow a search by students or staff
- if a bomb or other explosive device is sighted in the school grounds, keep staff, students and other visitors to the school calm and promptly clear the area in an orderly and calm manner
- do not impede an explosives inspector from entering school premises
- do not handle any explosives found at school.

**Note:** an inspector of explosives may interview students at school on the same basis as a police interview.

#### Fires

- All fires, including those that have been extinguished and regardless of their size, must be reported to the relevant fire service for the particular locality by contacting 000 and the SSU.
- Helicopter landings in schools in an emergency
- The Department has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the: air ambulance, fire reconnaissance or crime prevention.
- The urgent nature of an emergency may preclude advance notification. The pilot is responsible for ensuring that the:
  - area chosen for landing is suitable
  - safety of those on the ground is not compromised.
- If a landing occurs during school time, students must remain at a safe distance, clear of the departure, and approach paths.
- The Department has not given approval for media, commercially or privately operated helicopters to use school grounds. They must obtain permission from the principal before landing.

**Note:** If the principal or school council consider helicopter arrivals or departures from the school grounds for non-emergency purposes there are stringent requirements for the safety of spectators and protection of the environment. Schools must contact the Aviation Branch of the Commonwealth Department of Infrastructure and Regional Development and the Environment Protection Authority for advice.