

# TERANG COLLEGE

# EMERGENCY MANAGEMENT

## POLICY (Operations)

### 1. RATIONALE

- 1.1 All DET school and non-school workplaces are required to maintain a current emergency management plan which describes actions to be taken during and following an emergency to ensure the protection and safety of students, staff and visitors.
- 1.2 Duty of care obligations requires College personnel to take all reasonable steps to protect students from risks likely to cause personal injury that could reasonably have been foreseen. College Councils, principals and staff are responsible for ensuring school-related activities are planned for, and are conducted in accordance with DET guidelines and procedures to ensure the safety of all involved. The obligation to plan for the safe conduct of activities extends to emergencies, which may arise in the course of normal school activities.

### 2. AIMS

- 2.1 The Emergency Management Plan
  - 2.1.1 to be accessible to all staff members who will be aware of its contents.
  - 2.1.2 should identify all possible threats, outline procedures to deal with such and list emergency phone numbers.
  - 2.1.3 should enable all procedures noted within to be strictly adhered to.

### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. The Emergency Management Plan will be:
  - 3.2.1. developed and updated using the Department's online EMP tool.
  - 3.2.2. updated at least annually or immediately after becoming aware of changes required.
  - 3.2.3. maintained and updated by the administration team
  - 3.2.4. forwarded to the local S.E.S., Police and Regional Office and will comply with their arrangements.
  - 3.2.5. available to all staff and pupils to ensure they are aware of their roles in the event of an emergency.
- 3.3. Evacuation and lockdown drills will be conducted as follows:
  - 3.3.1. Fire drills – one in term 1 and term 4
  - 3.3.2. Lock down – one in term 2
  - 3.3.3. Bomb scare – one in term 3
- 3.4. A device will be available to enable recording of student and staff attendance at all College activities so clarification can be ascertained of any staff or student's whereabouts in the event of an evacuation.
- 3.5. The supervising teacher of bus travellers will be given a list of all bus travelers and their approved route. This teacher is also to be notified of all changes to the students normal travel arrangements.
- 3.6. All safety equipment should be inspected/audited as per DET guidelines.
- 3.7. Staff taking leave for one term or longer are to return all their College keys to either College office.
- 3.8. Each room at the College will have displayed:
  - 3.8.1. Fire and Emergency Procedure
  - 3.8.2. Lockdown Procedure
  - 3.8.3. Map of both campuses

### 4. EVALUATION

- 4.1. Yearly updates of the Emergency Management Plan to ensure all staff member understand their role and all emergency contacts are correct.
- 4.2. The Emergency Management Plan will be revised regularly to comply with S.E.S., Police and DET requirements.
- 4.3. This policy will be reviewed as part of the three year college cycle.

***Approved by College Council on 17/06/2019***

# Fire and Emergency Procedure

*The following plan is to operate for all emergencies at the College.*

## 1. Staff Member will:

- ⇒ immediately remove from danger any student in his/her charge (*books and equipment should be left in place as there must no delay in evacuation*)
- ⇒ direct students to evacuation area
  - 5 – 12 Campus - **Terang Recreation Reserve**
  - P – 4 Campus - **Terang Presbyterian Church** (initial assemble on front netball courts)
- ⇒ contact the General Office
  - 5-12 Campus            5592 1349            or            Extension 102
  - P-4 Campus            5592 1238            or            Extension 202

## 2. General Office Staff will then contact:

- ⇒ Emergency Service (if necessary)            000
- ⇒ Leadership Staff
  - Principal            Greg Button            0457 514 997
  - Assistant Principal    Michael Castersen    0488 331 044
  - Julie-Ann Kelly            0427 676 234
- Leadership Team
  - Ben Dennis            5592 1349            or    0432 923 770
  - Matthew Irving    5592 1349            or    0407 258 096
  - Rachelle Quarrell    5592 1349            or    0408 148 339
  - Narelle Holliday    5592 1349            or    0407 346 325
  - Kaitlyn Arnott       5592 1238            or    0419 364 882
  - Joy Wilkinson       5592 1349            or    0427 373 271

## 3. Leadership Team will implement action as necessary:

- ⇒ Principal or delegate to contact Emergency Management            03 9589 6266
- ⇒ Evacuation Action:
  - *5- 12 campus*
    - Principal, Assistant Principal, Daily Organiser (*who will bring daily staff list*) and one extra staff (*non-home group person nominated each year*) will meet at or near the General Office if possible
    - **Evacuation will be instigated:**
      - ring alarm
        - located on the wall beside the PA System (*Assist Principal's Office*) – sound is a distinctive, intermittent ringing
        - in case of electrical fault use a whistle or loud hailer (*storeroom near entrance*)
      - one of the above staff will evacuate via southern corridor, IT support, science centre and middle years precinct
      - another of the above will evacuate via library and all rooms north of the library
  - *P-4 Campus*
    - Principal or Assistant Principal (*who will bring daily staff list*) and one extra staff (*non-home group person nominated each year*) will meet at or near the General Office if possible
    - **Evacuation will be instigated:**
      - ring alarm
        - located on the PA System (*General Office*) – sound is a distinctive, intermittent ringing
        - in case of electrical fault use the hand siren (*on the wall near photocopy room*)
      - one of the above staff will evacuate via southern corridor, art room and library
      - another of the above will evacuate via library Rooms 1, 2, 3 & 4
  - **One Admin/Staff Member** to:
    - ring other campus to inform what has occurred as this will assist with phone calls
    - stand out the front of school (*near street*) for as long as safe and
      - take school keys & carry personal phone & iPad
      - have a copy of this checklist
      - ensure no person enters the building without approval
    - if feeling unsafe then proceed to the relevant evacuation area:

- **Another Office/Staff Member** is to:
  - drive a car and take the following items to the relevant evacuation areas
  - park as close as possible to the assembled group:

	<b>5 – 12 Campus</b>	<b>P – 4 Campus</b>
iPhone, iPad, internet usb stick (essential items) and personal ipad (not essential)	iPad – located in the hideaway office USB – 2nd draw in hideaway office desk	ipad – Room 8
Evacuation Folder	In office top draw	On counter with rolls near office door
Student Home Group Boxes	On office bench near guillotine	In evacuation folder near office door
Sign in/out book	Not applicable	Office Front Counter

## Fire and Emergency Situation (page 2)

### 4. At the Evacuation Area:

- ⇒ **The Office/Staff Member who has taken folders, boxes, iPad, etc will:**
  - distribute home group tubs to home group teachers
  - at the completion of teachers marking rolls, look at Compass to clarify a student's attendance with teachers
- ⇒ Home Group Teachers will:
  - mark on the Roll **who is actually at the evacuation area**
  - clarify with 'Office/Staff Member' if any students who are not at evacuation area have signed in or signed out
  - report any person unaccounted for to the Principal or delegate
- ⇒ Daily Organiser (5-12) or Assistant Principal (P-4) will check staff in attendance at evacuation area
- ⇒ Principal or Delegate to (if necessary);
  - liaise with Emergency Services
  - establish a Recovery Area (for distressed people)
  - handle Press

### 5. Additional Information:

<p><b>Contact Numbers:</b></p> <ul style="list-style-type: none"> <li>➤ Joy Wilkinson      0427 373 271</li> <li>➤ Trish Paton         0488 000 549</li> <li>➤ Wendy Chesshire 0408 102 563</li> </ul>	<p><b>Evacuation Folder to include:</b></p> <ul style="list-style-type: none"> <li>○ <b>Cases Printouts</b> <ul style="list-style-type: none"> <li>▪ ST21006 Alphabetic Student &amp; Family Details</li> <li>▪ ST21003 Staff Personal Details by Name</li> <li>▪ KCM21002 Medical Conditions with Students</li> </ul> </li> <li>○ <b>Emergency Management Plan</b></li> <li>○ <b>College Emergency Checklist</b></li> <li>○ <b>Bus Route Travellers</b></li> </ul>
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## Lockdown Procedure

When an external and immediate danger is identified and determined students should be secured inside the building for their own safety, the Principal, Assistant Principal or Leading Teachers will take charge proceed as follows:

- ⇒ Call 000 for emergency services or delegate another staff member to do so.
- ⇒ Initiate the lockdown and provide instructions to staff, for example, close internal doors and windows, remain in the classroom and sit below the window level.
- ⇒ Non classroom teachers will check all external doors and windows are locked.
- ⇒ Class teachers will lock doors and windows of their classroom.
- ⇒ Have students sit below the closest windows to corridors.
- ⇒ If students are outside the teacher will take students inside the closest building and secure locks
- ⇒ Administration entrance would be the only entry point – every other external door will be locked.
- ⇒ As appropriate check all students, teachers and visitors are accounted for.
- ⇒ Return to normal operations when advised by Emergency Services safe.
- ⇒ Students/staff to remain in lockdown until advised differently via the PA.