

# EMERGENCY MANAGEMENT POLICY

## **POLICY NO: 014**

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**POLICY PURPOSE**

Communicare Inc. has existing and developed Procedures to effectively deal with any emergencies issues.

Section 6.3 of Communicare’s Policy and Procedure Manual titled Occupational Health and Safety Procedures, is to be the first point of reference for all Communicare staff in relation to Emergency Management, and in all instances this will be the first reference for staff of the Academy. The following are supporting general statements that are specific to the Academy location.

This Building Evacuation Policy is intended to guide employees during an emergency event that has the potential to threaten the safety of employees, clients or other visitors at Communicare sites.

Although *Fire* is the most commonly thought of situation likely to arise, this is by no means the only type of event that may threaten personal safety. Emergency events include but are not limited to;

- Fire in the building (Fire) (Follow Evacuation Procedures)
- Acts of Nature (Earthquake, Storm, Tempest, Flooding) (Follow Evacuation Procedures)
- Bomb threats/extortion & explosion (Bomb, Harmful chemical, manmade, car accident) (Follow Evacuation Procedures)
- Person unlawfully on premises (unwelcomed, not-needed) (Follow Lockdown Procedures)
- Deranged, threat of or physical harm by client, student, parent/carer or visitor (Armed hold-up, death threat, violent) (Follow Lockdown Procedures)
- Major utility service failure (Electricity, Gas, Water) (Follow Evacuation Procedures)

**PROCEDURE**

**Emergencies – Evacuation or Lockdown**

**EVACUATIONS (Not including a Lockdown)**

**Raising the Alarm**

In the event of a fire or any other emergency occurring during school hours that may require partial or total evacuation, the following shall apply:

1	Any person discovering a potential emergency situation should contact reception immediately by phone or sending a runner.
2	The Receptionist will contact the Senior Warden or sound the Alert signal if the Senior Warden cannot be contacted immediately. Receptionist will take with her the staff in attendance list, the visitor book and the late arrivals (students) book.

**On Hearing the ‘Evacuation’ signal  
During Class Time:**

1	Upon the ‘EVACUATION’ signal being sounded, all personnel will evacuate their area via the safest exit, and proceed to the designated assembly area. (PCYC Carpark)
2	Belongings are to be left in the classroom. Students are to leave the classroom single file and move quietly and quickly by the safest route to the Assembly Point. Students are to

	move single file when descending the stairs. Staff member/teacher to close the door on exit. The lift is NOT to be used.
3	The teacher will arrange for other students to assist students with disabilities who may have difficulties.
4	The teacher is the last to leave a room, closing the door.
5	Panic situations should be minimised by teachers exercising strict control. This is especially important where large gatherings are present (Multi-purpose Room, Gymnasium).
6	Unless specifically instructed and/or directed otherwise by a Warden or the senior officer of the attending emergency service, all staff and students are to evacuate to the designated assembly area as per evacuation maps within the Academy, via the safest route available.
7	On arrival at the assembly area, Classroom Teachers are to conduct a roll call of students and report to the Students Warden (Principal, or his/her delegate). The Warden(s) (as appointed by Communicare OHS policy and procedure) will conduct a roll call of staff and visitors. If any students or personnel are unaccounted for, the Senior Warden is to be immediately notified. The Senior Warden will delegate and initiate a search for missing students.
8	If the evacuation has commenced while you are visiting another area you are requested to remain with the personnel from that area until you arrive at the Assembly Point, then follow the procedure detailed above. Staff and visitors must let the Staff and Warden(s) know they, and their charges, are safe.

**On Hearing the Evacuation tone during breaks:**

1	Staff on Yard Duty will initiate the evacuation.
2	All 'off-duty' staff will help to supervise the evacuation to the Assembly Point.
3	All staff will supervise students in the Assembly Point until the incident is over.
4	Students will be directed to the Assembly Point and divided into Connect Classes.

*At all times, the safety of the students and staff is of prime importance.*

**Evacuation Area**

1	A clearly designated evacuation area is established (refer to evacuation diagrams that contain a picture of the Assembly Point). Alternative evacuation areas will also be considered by the Senior Warden if there is risk from smoke, flames, gases, and explosion.
2	Students will remain in their designated area under the supervision of class teachers, or relief staff.
3	During class time, subject/class teachers will supervise their class until they reach the Assembly Point, and remain with them.
4	If the evacuation occurs outside of lesson time, the allocated staff member will supervise the students. The Student Services Coordinator will supply student rolls which they may collect from the Students Warden on the oval. In the case where part-time staff are absent, other staff will assist in calling the roll.
5	Students and staff are to remain at the Assembly Point until the incident controller gives the 'All Clear'.
6	If necessary, the school body will be removed to undercover, protected areas once they have been deemed 'all clear'.

## IF A LOCKDOWN IS REQUIRED

Situations may arise that do not favour a building evacuation, such as extreme bad weather, civil disorder, the presence of a dangerous person or dangerous animal. If a lockdown is required and is safe to do so, follow these steps. Note that the sensitivity of the situation may require the Wardens to modify it:

1	If safe to do so, the Warden makes a lockdown announcement on the Public Announcement System and activates the lockdown signal “This is a lockdown – please enact the lockdown procedures” to which all staff will respond by telling students to get down low and if safe to do so.
2	If the situation is not safe to make the lockdown public announcement or alert, <ol style="list-style-type: none"> <li>i. A public announcement requesting the CEO in the <u>stated location of the threat</u> (Eg: <i>the CEO please come to the kitchen</i>)</li> <li>ii. Or Wardens should quickly move among staff to get them to safe areas. Wardens should say, “The CEO is requested in the <u>stated location of the threat</u>” (Eg: <i>the CEO please come to the kitchen</i>) in their communication with staff.</li> </ol>
3	Wardens direct staff to the safe rooms. Secure doors and windows. If the lockdown occurs during class time, teachers lock the door, tell students to get down low. Otherwise, staff to lead students and visitors into safe areas.
4	Deputy Warden begins survey of building to ensure that students and visitors are accompanied by staff and they keep a low profile by remaining on the floor.
5	Senior Warden contacts Emergency Services on 000 and CEO.
6	Await instructions before an “all-clear” is sounded.
7	If the alert/lock-down signal sounds while outdoors, move students and self, indoors and follow the above process.

### Duty card: Teaching Staff

1	If the Lockdown tone sounds during class time lock the door, tell students to get down low and if safe to do so close windows and turn off power.
2	If a student or staff member approaches from outside the room, assess the risk and allow entry if safe to do so.
3	If the Evacuation alarm sounds, immediately evacuate everyone in the classroom by the shortest safe route to the Assembly Point. Ensure persons with disabilities receive any assistance required.
4	If there are regular occupants in the building who have known disabilities, staff should get them paired with someone (buddy system) to learn how they can best be assisted in an emergency.
5	Ensure people in wheelchairs receive an escort, are directed to the Wheelchair Assembly Point and escorts are instructed to notify the Warden once safely at that point.

## Responsibilities

The person/persons discovering the emergency (provided it is safe to do so)

- Move persons away from any danger
- Contact Senior Warden

1	<p><b>Senior Warden</b> Obtain the following information for Emergency Incident Report:</p> <ul style="list-style-type: none"> <li>• Type of emergency and exact location</li> <li>• Actions being taken by persons at the scene</li> <li>• Any persons injured (and nature of injury if known)</li> <li>• Have emergency services been notified</li> <li>• Name of informant and contact details</li> <li>• Note time of the report</li> <li>• Principal to ensure that CEO has been notified</li> </ul> <p>Critical Incident Report Form should be submitted to DES and HR within 24 hours, if possible, or as soon after the event as practicable.</p>
2	<p><b>Chief Executive Officer</b> Proceed to the scene of the reported emergency and ensure that an appropriate response to the emergency is underway or initiated.</p>
3	<p><b>Teacher</b> The teacher will assemble the students together in Class groupings, and obtain the copy of the student list in preparation for evacuation or lockdown and await instruction from Wardens.</p> <p>If the alert/lock-down signal sounds while outdoors, move students and self, indoors and follow the above process.</p>