



## **Emergency Response Procedures Policy**

### **Aims**

- A. To manage incidents in such a way as to minimise trauma and distress to students and staff and damage to property and ensure the education program is maintained or resumed, while giving highest priority to the best interests of the student or students affected.
- B. To ensure that emergencies do not evolve into crises.

### **Scope and Application**

The purpose of this policy is to provide a detailed plan of how Kerry Street Community School will prepare and respond to emergency situations and is designed to meet the requirements set out in AS3745 – 2010: Planning for Emergencies in Facilities.

If the 'event' evolves from an Emergency to a crisis or critical incident, the procedures contained in the Critical Incident policy should be activated.

See *Emergency and Crisis Management Flowchart*.

This policy is available on the school website and is included in the staff induction manual.

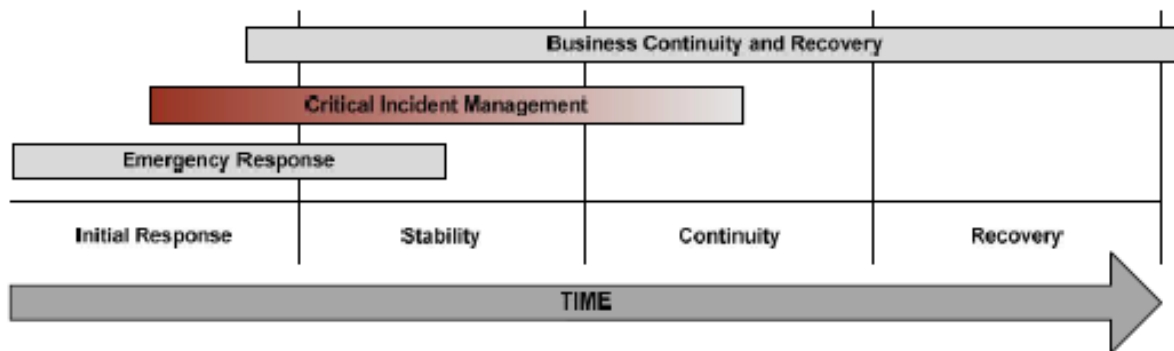
This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school
- F. Contractors

### **Emergency Management Context**

The Emergency Management strategy and this plan are founded on the concepts and principles of incident management, which have been adapted for Industry use from those developed by Emergency Management Australia (EMA).

The figure below provides an example of the activities undertaken by each organisational element and their relative timing.



## Definitions

- A. Crisis** - a rare event that causes an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable outcome. Especially outcomes that may have significant negative effects on the school's reputation, financial security, or staff/student safety. A rapid response by leadership and governance is needed. A crisis often develops over time; however, it can suddenly escalate if not managed well.
- B. Critical Incident** - a critical incident is an event or series of events that fall outside the normal business contingency and require response by the organisation's personnel and/or external emergency services. It is an incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group, or school to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence or chemical spill. A critical incident will cause the CIMP to be activated. All critical incidents must be reported to the Chair of the governing body, with a subset (i.e., 'reportable incidents' - *see definition*) requiring reporting to the Director General of Department of Education within 48 hours of occurrence.
- C. Disaster** - a sudden accident or natural event that causes great damage and/or loss of life.
- D. Emergency** - an emergency can be considered to have three elements:
1. a threat to the organisation;
  2. the element of surprise; and
  3. a short decision time.
- An emergency is often an accident or incident that requires immediate intervention.
- E. Emergency Control Organisation (ECO) / Incident Management Team (IMT)** – the group responsible for implementing the EMP.
1. Chief Warden (White Helmet)
  2. Wardens (Red Helmet)
  3. First Aiders (Green Helmet with white cross)
- F. Emergency Management Co-ordinator (EMC)** - the person responsible for the co-ordination of the response to an emergency.
- G. Emergency Management Plan (EMP)** - the EMP sets out a structure and actions for

dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

- H. Emergency Planning Committee (EPC)** – the EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders, of which one member shall be management. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.
- I. Foreseeable incidents:** encompasses those incidents, critical incidents, and reportable incidents that can be reasonably foreseen and for which the school has in place procedures to guide an appropriate response and reporting of the incident.
- J. Incident** - a low level local problem with no serious impact. Senior staff and the governing body may not be involved in the resolution.
- K. Relationship Between an Emergency and a Crisis** - in this policy they will be used as defined above and relate as shown by the flow chart in Appendix A.
- L. Reportable Incident** – a subset of critical and emergency incidents that must be reported to the governing body and the Director General of the Department of Education within 48 hours of the event occurring using the form available on the DoE website. Reportable critical and emergency incidents include:
  - 1. The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.
  - 2. An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
  - 3. An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
  - 4. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
  - 5. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student:
    - i. by a staff member or another student; or
    - ii. by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
  - 6. Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code Conduct suspected to have involved grooming behaviour.
- M. Grooming** - the use of a variety of manipulative and controlling techniques with a vulnerable subject in order to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or avoiding exposure.
- N. Trauma** - is a psychological wound or injury suffered at school or during a school-related activity.

## Principles

This plan is written in-line with the four phases of Emergency Management, namely:  
**“Comprehensive Approach” to Emergency Management**



In an emergency, the safety of students, staff and visitors is the highest priority. If the procedure in this policy is unable to be followed or does not seem the best course of action, the person in charge is to act on their best judgment.

### A. *Prevention*

1. **Risk Assessment** will be carried out to minimise the occurrence of emergencies.

### B. *Preparedness*

1. **Emergency equipment** will be available and kept in working order
2. **Training** will be conducted to ensure emergency procedures are known and understood by staff, students and by visitors where possible.
3. **Practice** emergency procedure drills will be carried out throughout the year.

### C. *Response*

1. The **Emergency Procedures (EMP)** define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.
2. Kerry Street Community School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions.
3. A **Critical Incident Management Plan (CIMP)** is in place if the emergency is deemed by the chief warden to escalate into a crisis or critical incident (refer to the *KSCS Critical Incident Policy*).

### D. *Recovery*

1. A thorough **review** of the emergency and Incidence Management Team's (IMT) response is carried out by the Emergency Planning Committee (EPC).

## Responsibilities

### A. Board

1. Writing and updating this policy in consultation with relevant parties.
2. Oversee critical incident reporting to the Director General in conjunction with Principal and ensure that the Principal reports all reportable incidents to the Director General within 48 hours.
3. Receive reports of reportable incidents from the Principal and receipt this report in the meeting minutes.
4. Ensuring the **Emergency Planning Committee (EPC)** reviews procedures annually.

### B. Principal

1. The implementation of this policy.
2. Notify the Director General of the Department of Education of any reportable incidents within 48 hours using the [Reportable Incident Notification Form](#). Reportable incidents include:
  - i. The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.
  - ii. An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
  - iii. An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
  - iv. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
  - v. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student:
    - a. by a staff member or another student; or
    - b. by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
  - vi. Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code Conduct suspected to have involved grooming behaviour.
3. Provide a report to the Board of any reportable incidents.
4. Notify the Board Chair of any emergencies.
5. Ensure that each incident is managed in the best interests of affected students. This requires that the risk of harm or actual harm to students' wellbeing and the measures needed to promote their recovery are prioritised and not made subservient to other considerations including financial or reputational concerns.

6. Maintain a Critical and Emergency Incidents Register that includes reportable incidents.
7. Ensuring warden training for all staff and ensure records are kept.
8. Initiating, logging, and reviewing practice drills.
9. Ensuring that equipment maintenance is kept up.
10. Sit on the Emergency Planning Committee (EPC).
11. Liaise with Dynamic for annual review of the Emergency Procedures Plan (EMP).
12. Performing the duties of Chief Warden as defined in the EMP. (If the Principal is not present or is unable, the teacher in charge or the alternate chief warden as named in the EMP is the substitute.)
13. Facilitate debrief sessions following emergencies.

### **C. Emergency Management Committee**

1. The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.
2. The EPC may decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.
3. Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.
4. Keep records of EPC meetings and retain in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports, and specialist advice.

### **D. Administration Staff**

1. Ensure lists are kept updated:
  - i. Staff and next of kin contact list;
  - ii. Students at risk list; and
  - iii. Parent contact list.

### **E. All Staff**

1. Complete warden training.
2. Report emergencies to the Principal.
3. Participate in emergency debrief using the Debrief Checklist template.

### **F. Adult members of school community**

1. All members of the school community are responsible for contributing to their own safety and that of others by:
  - i. acting on their awareness of potential risks;

- ii. familiarising themselves with emergency procedures;
- iii. acting responsibly in an emergency.

## **Related Legislation**

- A. Australian Standard AS3745 – 2010: Planning for Emergencies in Facilities.
- B. Disability Discrimination Act 1992
- C. Emergency Management Act 2005
- D. Emergency Management Regulations 2006
- E. Health (Public Buildings) Regulations 1992
- F. Industrial Relations Act 1979
- G. Occupational Health and Safety Act 1984
- H. Occupational Health and Safety Regulations 1996
- I. Privacy Act 1998
- J. School Education Act 1999
- K. School Education Regulations 2000

## **Related Kerry Street Documentation**

- A. Procedures including:
  - 1. Prevention
  - 2. Preparedness
  - 3. Response
  - 4. Recovery
- B. Policies including:
  - 1. Anaphylaxis Policy
  - 2. Asthma Care Policy
  - 3. Behaviour Guidance Policy
  - 4. Bullying Prevention
  - 5. Bushfire Policy
  - 6. Child Safety and Wellbeing Policy
  - 7. Communicable Diseases Policy
  - 8. Concerns and Complaints Policy
  - 9. Critical Incident Policy
  - 10. Duty of Care Policy
  - 11. Excursions and Camp Policy
  - 12. Facility Hire Policy
  - 13. Human Resource Management Policy

- 14. Illness, First Aid, and Medication Policy
- 15. Privacy Policy
- 16. Records Management Policy
- 17. Risk Management Policy
- 18. WHS Policy
- C. Emergency Management Plan (EMP)
- D. Critical Incident Management Plan (CIMP)
- E. KSCS Codes of Conduct
- F. Student Records
- G. Student at Risk Directory
- H. Staff Contact Directory

## References and Resources

- A. [Reportable Incident Notification Form](#)

## Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

## Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

## Authorisation and Review

- A. This policy was reviewed September 2012
- B. Reviewed July 2016
- C. To be reviewed September 2017
- D. Reviewed February 2017
- E. Reviewed February 2020
- F. Reviewed May 2021
- G. To be reviewed S1 2022

## Revision History

Date	Revision	Detail
February 2019	V.1.1	Addition of Lockdown procedure. Policy separated from Procedures
February 2020	V.2	Update to definition of reportable incidents. Other minor edits and formatting.
May 2021	V.3	Aims, Definitions and Responsibilities clarified and updated. Policy list updated.