



SOUTHERN CROSS
— GRAMMAR —

POLICY

**EMERGENCY
MANAGEMENT**

October 2021

Document History

Version	Date	Board / Committee Approval	Approval Date	Summary of Changes
1.0	March 2011			Developed
1.1	April 2019	<ul style="list-style-type: none">• Finance and Governance Committee• Board	<ul style="list-style-type: none">• 13 May 2019 (Reviewed)• 17 June 2019 (Approved)	Updating of formatting, logo and general terminology.
1.2	October 2021	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•	Local threats/Hazards added.

Contents

Introduction	4
Purpose	4
Scope.....	4
Review.....	4
Related Policies.....	4
Definition of Emergency.....	4
Guidelines	5
Training and Emergency Information.....	5
Emergency Control Organisation.....	6
Dealing with the Media.....	6
Off Campus Emergency	6
Bush Fire	6
Roles and Responsibilities.....	8
Counselling and Support	9
Appendix 1 – Emergency Contacts	10
Appendix 2 – Emergency Procedure Summary	12
Appendix 3 – Site Maps.....	14
Appendix 4 – Buildings.....	17
Appendix 5 – Local Threats / Hazards.....	21

Introduction

Southern Cross Grammar is committed to ensuring that, in the event of an emergency affecting the School, the safety of students, staff and visitors on site is assured. Appropriate authorities must be notified in a planned, orderly and timely manner to expedite the restoration of normal service delivery.

This policy describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which the school will manage emergencies.

The implementation of actions in response to an emergency need to be flexible as any emergency will have factors or considerations which are unique. Procedures have been developed which should assist the School to manage emergencies ranging in nature and intensity from small-scale localized incidents lasting minutes or hours and which are managed by the School, to large-scale incidents which require external assistance and which may last for several days.

The plan assumes that staff and students will be familiar with its contents.

Purpose

To describe the manner in which emergencies will be managed by Southern Cross Grammar.

Scope

The policy is relevant to all incidents which are likely to affect the safety and wellbeing of students, staff, volunteers and visitors at Southern Cross Grammar.

Review

This Emergency Management Plan will be reviewed annually or following incidents that require the activation of emergency management actions.

Related Policies

- Essential Services
- Occupational Health & Safety
- Emergency Management Procedures

Definition of Emergency

An **emergency** is any event or circumstance that has a dramatic impact on the normal operation of the School.

The types of potential emergencies include the following:

- fire in school building
- fire near school or on school bus routes
- flood, storm, cyclone, earthquake
- major vandalism
- firearms, bombs, bomb threat, explosions
- fatality
- serious injury

- serious assault, sexual assault
- siege, kidnapping, hostage taking, disappearance of a person, suicide, suicide threat, murder
- fumes / spills / leaks, contamination by hazardous material
- collapse/major damage to building or equipment
- school bus crash
- motor vehicle collision / impact with school
- impact by equipment / machinery / aircraft
- outbreak of disease.
- interruption to utilities or essential services

Guidelines

All incidents likely to affect the safety and wellbeing of students, staff, volunteers and visitors are to be reported to the Principal immediately and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

All staff should be familiar with the location of fire alarms and firefighting equipment and should be regularly exercised in their use. Students and staff should take part in regular emergency exercises which test reporting, responding and evacuation procedures within the School. All staff, including relief teachers, should be familiar with emergency procedures and drills. Drills and exercises should be conducted regularly. It is important that the plan be comprehensive and that training is not restricted to conducting fire drills. Students and staff should be trained to respond to those emergencies which the School is most likely to encounter.

Emergencies referred to in this policy may cause emotional distress to students, staff members and parents. Emergencies may have effects on those involved lasting long after the initial crisis has been resolved. Southern Cross Grammar recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning.

The plan is to be reviewed annually. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

Training and Emergency Information

The School will engage the services of an industry specialist to coordinate staff training, emergency response drills and site information regarding emergency procedures.

Training includes both Warden training and staff briefing which complies with legislative and compliance standards. It is a requirement that all staff attend at least one of these sessions annually.

It is expected that training of wardens and staff occurs annually in Term 1 each school year and that at least one emergency response drill be undertaken each Semester. Typically, drills will be either an evacuation or lock down with at least one of each type conducted annually.

Emergency procedure information should be clearly displayed in every room of each building. Information included should provide a site map and brief information as to typical actions to be undertaken for potential emergencies.

Emergency Control Organisation

In the event of an emergency the School will enact an Emergency Control Organisation (ECO) with the primary position being that of the Chief Warden. The ECO structure in an emergency overrides the normal management structure until the resolution of the incident.

Dealing with the Media

No comments are to be made to any member of the media regarding an Emergency or Crisis. The Principal and the Board may respond on behalf of the School, if appropriate.

Off Campus Emergency

An emergency which occurs during a camp / excursion is to be reported by the supervising teacher directly to the relevant emergency service(s) (i.e. Fire, Police, Ambulance, or State Emergency Service). The supervising teacher makes that judgement.

Immediate contact is to be made with the school. The contact person will vary depending on the time, nature and location of disaster.

The Principal will attend (if not already present), if practical. In other cases, the school may to send another school staff member to the incident to assist staff at the scene and to liaise with the school.

After contact has been made with the school, the Principal or nominated staff member, must provide details of the event to the Board. This must be followed by a briefing in writing which should state:

- extent of damage;
- likely effects on school routine;
- possible or alleged cause of the damage;
- emergency service(s) which attended; and
- extent of media involvement at that point.

Bush Fire

Preparation

Prior to undertaking an offsite activity in a bushfire risk area or season, organising and supervising staff must ensure that there is adequate pre-excursion planning and emergency preparation, including preparing students undertaking the activity undertaken in anticipation of bushfire risk.

Preparation should include:

- regular checks of CFA and the Vic Emergency websites for alerts;
- having a school based person monitor any developments and be in regular contact with those off site in the event of a developing situation;
- seeking advice from external activity organisers and checking their own bushfire emergency preparedness;
- giving consideration to alternative sites/activities to reduce bushfire risk/hazard.

Complete lists of all students, staff and others participating in an out of school activity and their times and location(s) must be provided to designated contact persons on the school site.

Approval

Prior to undertaking an offsite activity in a bushfire risk area or season the approval of the Principal must be obtained. In approving the excursion, consideration should be given to:

- contribution of the activity to the school curriculum
- adequacy of the planning, preparation and organisation in relation to:
 - school policy, guidelines and advice provided by the DEECD and in the Safety Guidelines for Education Outdoors website
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue Bushfire preparedness for school camps, offsite activities and excursions
 - consideration of seasonal and locality factors that might increase risks (i.e. bushfire season)
- provisions made for the safety and welfare of students and staff
- experience and competence of staff relevant to the activities being undertaken
- adequacy of student supervision

Offsite activities emergency management

All excursion staff and, where appropriate, students need to be familiar with the procedures for dealing with emergencies on each excursion. Emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and students with emergency evacuation protocols and ensure the procedures are appropriate.

On days of extreme fire danger the Principal may need to cancel excursions at short notice.

Where excursions are not cancelled, special fire safety precautions will be required.

Bushfire protocols in the event of a fire with a potential to impact on an offsite activity

Once you have established that there is a fire in the vicinity, try to confirm whether it poses a threat to the group and ensure that you have everyone in the group together.

If communication is possible, contact should be made with any or all of the following authorities, Parks Victoria, the CFA, Vic Emergency, the SES, or any other relevant local authorities to ascertain the location and severity of the fire. Make them aware of both the fire and your current location and planned travel route/times.

If the fire poses a potential threat, including if a fire is currently active, and it is safe to do so the entire group should evacuate to a safe location immediately. If evacuation is not possible the group should move to the safest location possible.

Have group dress in woolens preferably and in long sleeved shirts and pants, gloves, beanies, sunglasses as well as to breathe through a damp cloth held over their mouth/nose.

Alert the School as soon as possible.

If possible keep authorities and emergency services informed of your situation and inform them, as well as the School throughout the emergency.

The Principal or Deputy Principal should contact parents of affected students. Parents of affected students to be kept informed. Parents of other students are to be reassured that it is not their son or daughter that is involved and that everything is being done to help the group.

Counselling to be set up for other students and families.

Roles and Responsibilities

The Principal

The Principal must:

- Nominate a minimum of two call out persons who has access to whole school keys / codes;
- Provide a list of call out persons to the Board. This list must state the name of the officer, their position and after hours contact number;
- Provide the contact list to the local fire and police authorities;
- Review and update the call out officer list whenever changes occur due to resignation, transfer, leave or illness;
- Coordinate activity during an emergency as the Chief Warden. In the absence of the Principal, an authorised person must carry out the role of Chief Warden.
- In the event of a fatality or a serious injury, notify Work Safe Victoria as per their regulations and requirements.
- Arrange appropriate counselling and support for staff and students.
- Follow approved guidelines for responding to the media.

The Chief Warden

The Chief Warden must:

- Notify emergency services, the Board and the Principal if they are not on-site.
- Alert students and staff about the emergency.
- Order the emergency actions required of students, staff and visitors.
- Provide resources to manage the emergency.
- Liaise with emergency services.
- Delegate duties to staff as required.
- Communicate with students, staff and parents.
- Designate the area which is to be used as a control centre.
- Maintain student and staff welfare.

Wardens

Wardens will be allocated tasks by the Chief Warden. It is their responsibility to carry out the tasks allocated to them to the best of their ability ensuring that they never put themselves into harms way.

All Staff

Any staff member not in the act of teaching should report to the Chief Warden and make themselves available as a Warden.

Being in the act of teaching includes any staff member who, at the time of the emergency, had responsibility for one or more students. This includes staff responsible for students in first aid, private music tutors, student services or any other group of students as assembled at the time.

Teachers

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

Teachers are responsible for:

- Ensuring that students are accounted for.
- The safe and orderly evacuation of students when instructed by the Chief Warden to do so.
- If required to stay in current location maintain control and care for the students. Move students away from doors and windows.
- Supervising their students at all times. If directed to another task by the coordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.

Counselling and Support

The Principal will convene a recovery management group when students or staff have been traumatised or are likely to suffer long-term effects as a result of their exposure to an emergency. The group may include students, staff, Board members or school community members.

The Board will ensure that recovery support is provided to the school. Support will normally be provided by psychologists, social workers and other consultants engaged by the school where necessary.



Appendix 1 – Emergency Contacts

Southern Cross Grammar
Emergency Contact Numbers

POLICE	000
AMBULANCE	000
FIRE BRIGADE	000
STATE EMERGENCY SERVICE	132 500
POISONS INFORMATION CENTRE	13 1126
TRAFFIC HAZARDS	13 1170

CAROLINE SPRINGS POLICE 221 Caroline Springs Blvd, Caroline Springs VIC 3023	9361 4700
CAROLINE SPRINGS FIRE BRIGADE 8/10 Caroline Springs Blvd, Caroline Springs VIC 3023	9360 5679
DOCTOR – Taylors Hill Medical Centre Shop 1, Corner Gourlay Road And Hume Drive	8361 5655
DOCTOR – Modern Medical Caroline Springs Suite C3A/1042 Western Hwy, Caroline Springs VIC 3023	8361 7688
ROYAL CHILDREN’S HOSPITAL 50 Flemington Rd, Parkville VIC 3052	9345 5522
SUNSHINE HOSPITAL 176 Furlong Rd, St Albans VIC 3021	8345 1333
MELTON HEALTH 195-209 Barries Rd, Melton West VIC 3337	9747 7600



Appendix 2 – Emergency Procedure Summary

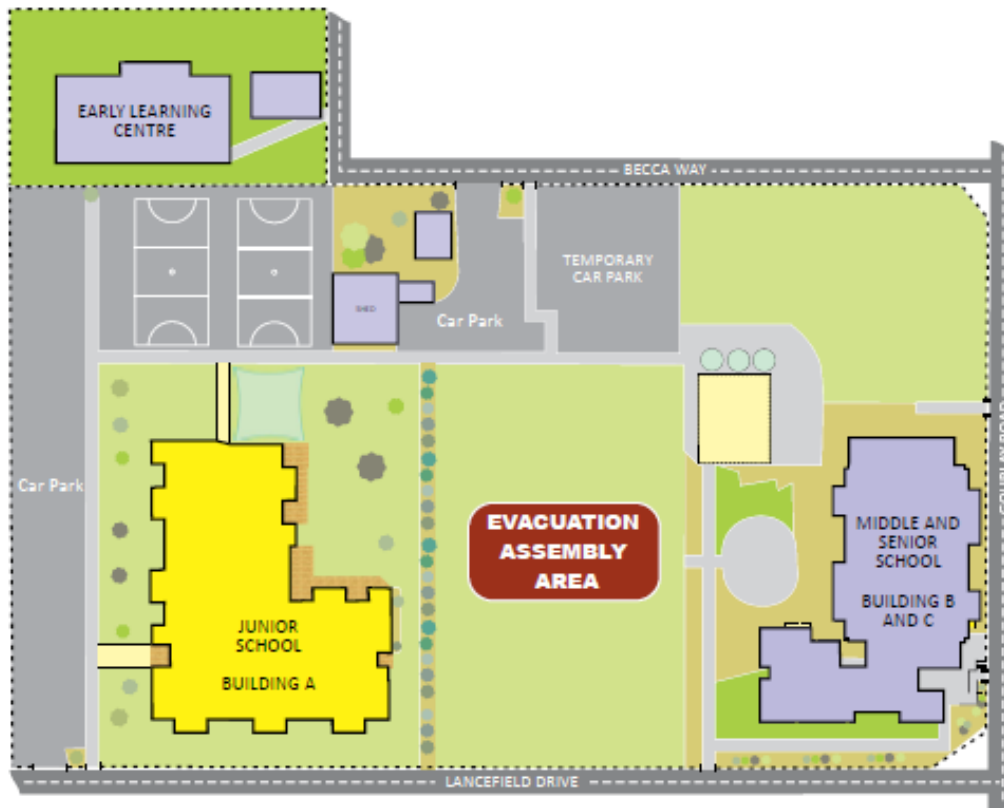


SOUTHERN CROSS
GRAMMAR

EMERGENCY PROCEDURE SUMMARY

2 - 20 Lancefield Drive, Caroline Springs VIC 3023


Southern Cross Grammar



WHAT TO DO IN AN EMERGENCY



UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm  (03) 8363 2000

AFTER HOURS: 000

EVACUATION PROCEDURE

Staff:

- Turn off any equipment that may become a hazard.
- Commence Evacuation via the nearest safe **EXIT**.
- Make a final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the **Comms Officer**.
- Remain in control of your class group at the Evacuation Assembly Area.

Staff not in the act of Teaching:

- Report to the Chief Warden for deployment.

LOCKDOWN PROCEDURE

- Attend your classroom if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate upwind (see **EVACUATION PROCEDURE**).
- DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

FIRE

Upon discovering a fire:

- Assist persons in danger, if safe to do so.
 - Close doors to prevent fire/smoke spread.
 - Commence evacuation via the closest safe exit.
 - Alert anyone in the immediate area.
 - RAISE THE ALARM.**
- (see **EVACUATION PROCEDURE**).

ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder.
- Hand over valuables, if requested, these are replaceable, life is not.
- DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- RAISE THE ALARM.**

BOMB THREAT

Upon receiving a threat:

- Take the threat seriously.
- Obtain as much information as possible.
- Do not hang up the phone.
- RAISE THE ALARM** discreetly.
- Fill in a Bomb Threat Checklist, available from the Chief Warden.

Upon finding a suspect package:

- DO NOT** touch or move the object.
- Isolate and evacuate the immediate area.
- Notify the Chief Warden.

ADVERSE WEATHER

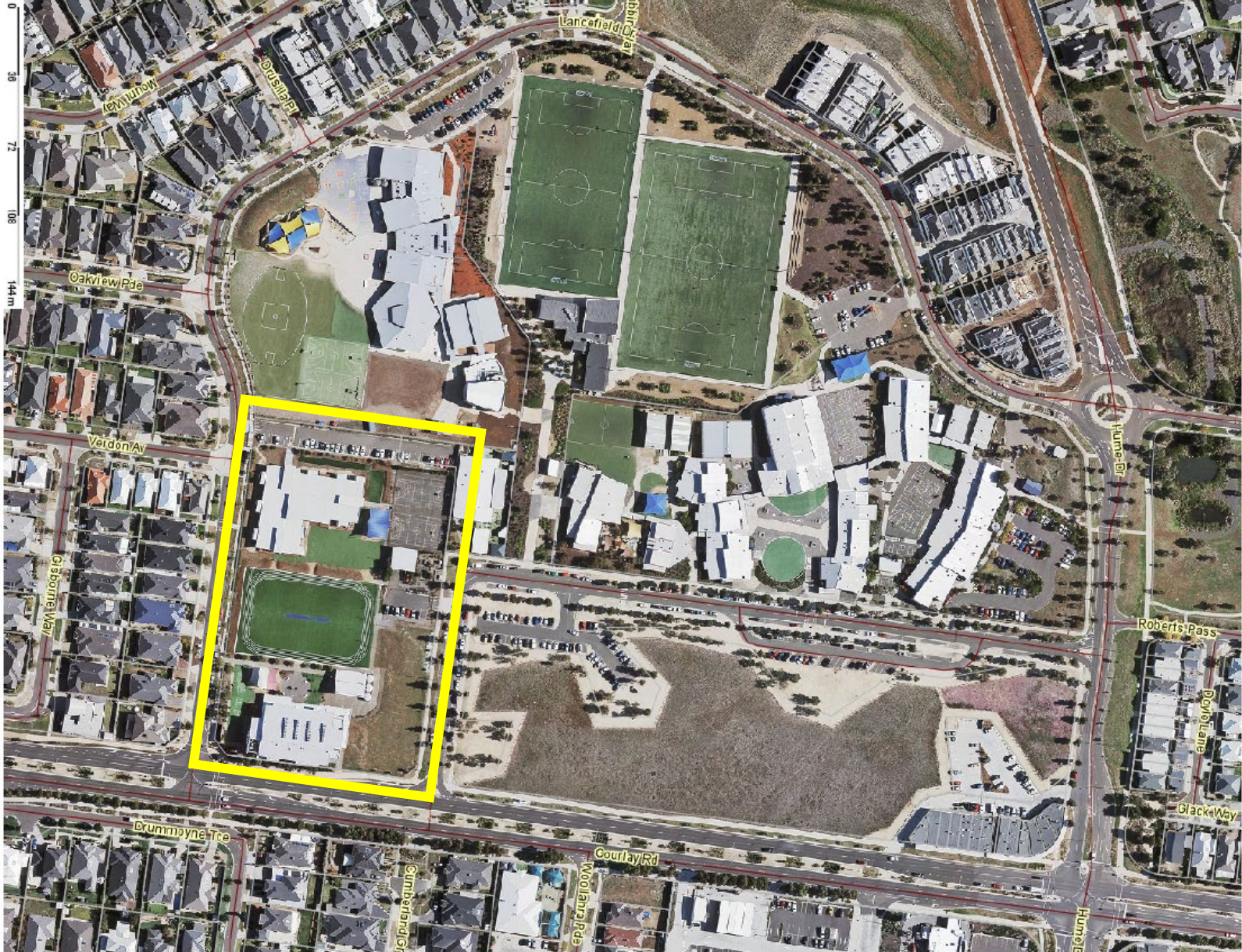
During adverse weather conditions:

- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
 - If outside seek shelter.
 - Await instructions from the Chief Warden.
- Once adverse weather condition has passed:
- Notify the Chief Warden of dangerous situations in your area.
 - If flooding has occurred, avoid pools of water.

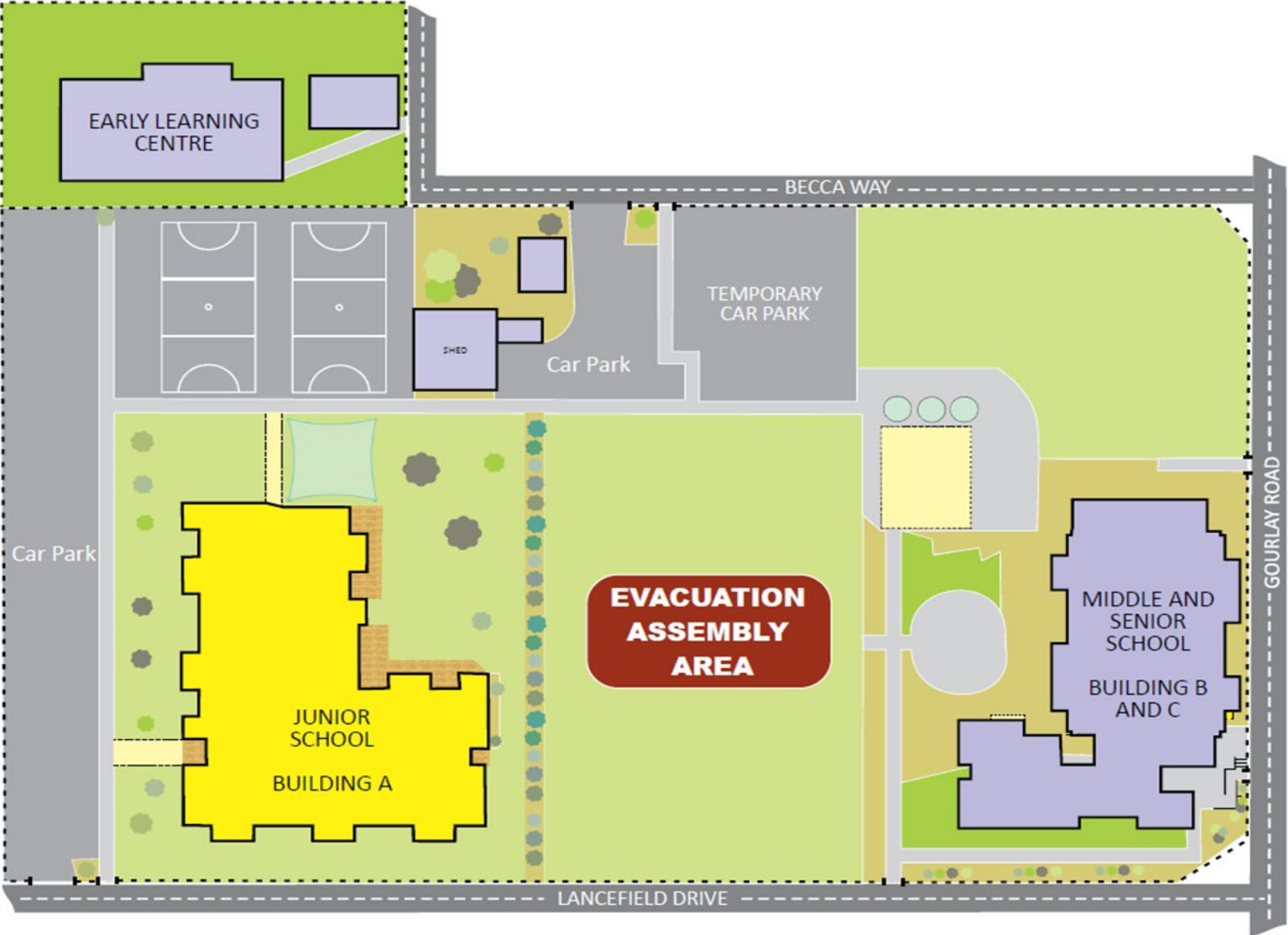


Appendix 3 – Site Maps

Southern Cross Grammar
Aerial Map



Southern Cross Grammar
Site Map





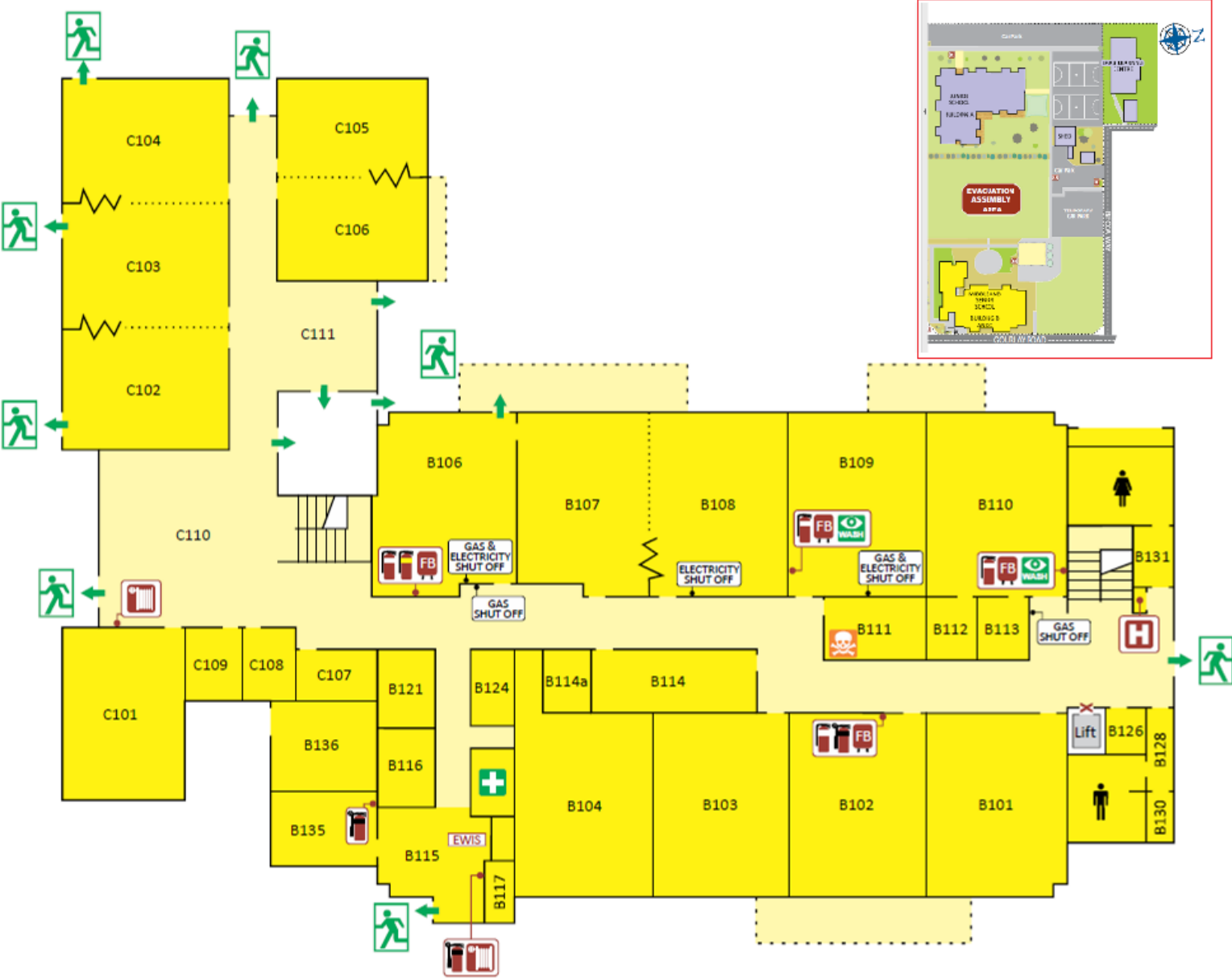
Appendix 4 – Buildings



Southern Cross Grammar Building A – Junior School

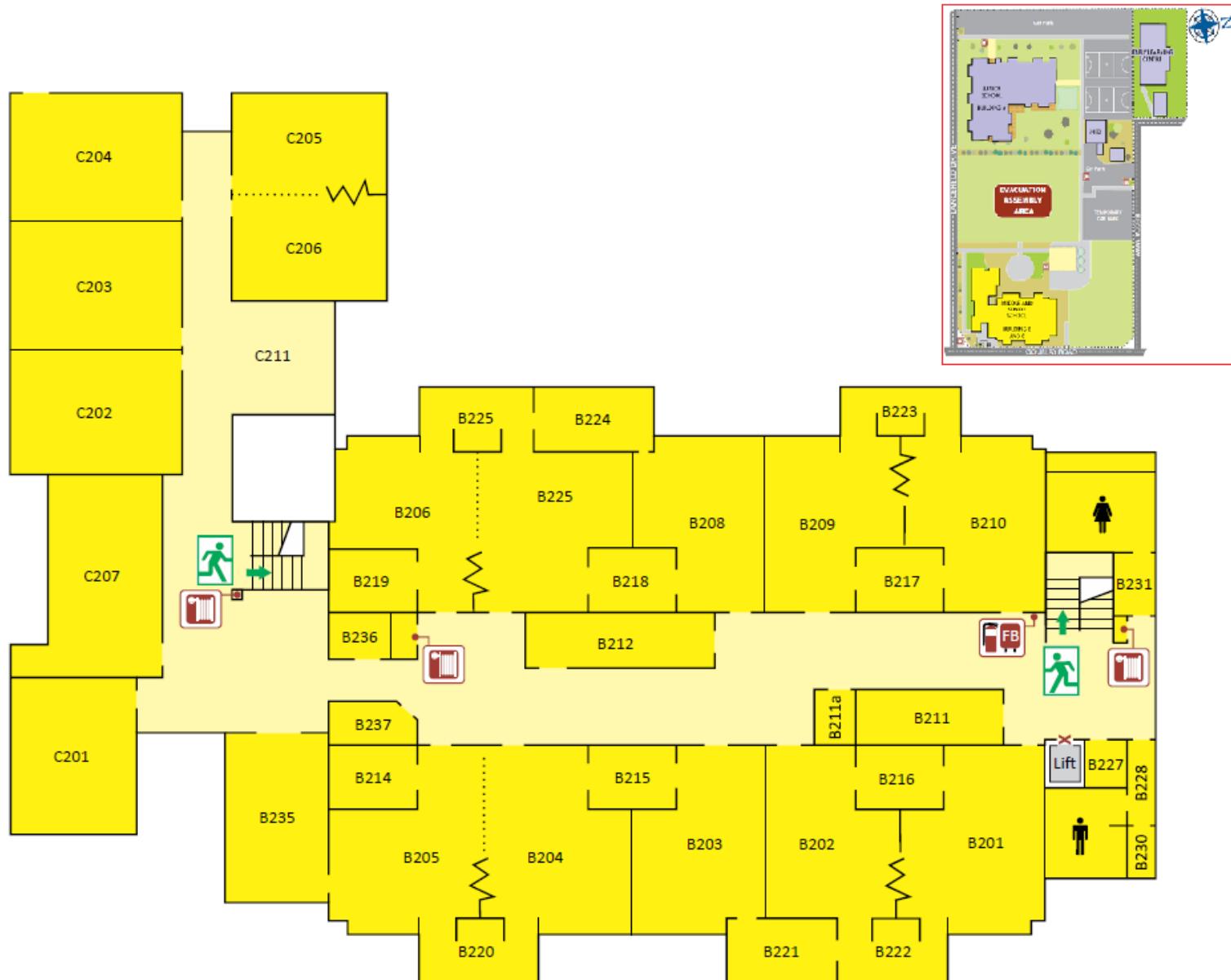


Southern Cross Grammar
Buildings B and C Level 1 (Ground Floor) – Middle and Senior Schools



Southern Cross Grammar

Buildings B and C Level 2 – Middle and Senior Schools



Appendix 5 – Local Threats / Hazards

Local Threats/Hazard	Initial Response
Gas leak	<ul style="list-style-type: none"> • Evacuate all students and staff from the building • Call 000 requesting Fire Rescue Victoria • If safe to do so turn off the gas main or emergency stop
Fire	<ul style="list-style-type: none"> • Evacuate all students and staff from the area • Call 000 requesting Fire Rescue Victoria – if fire indicator panel has not already activated • Notify Reception who will initiate the School's fire warden process
Chemical spill	<ul style="list-style-type: none"> • Use dump shower and/or emergency eye wash on any people • Call 000 requesting Ambulance • Notify School Nurse • Evacuate students from the area • Activate extraction fans or fumehoods, open windows • If wider evacuate is required notify Reception who will initiate the School's fire warden process
Car / vehicle accident	<ul style="list-style-type: none"> • Evacuate students from the area • Call 000 requesting Fire Rescue Victoria and Police, as well as Ambulance if any injured persons • Notify School Nurse • Notify Principal