



KALINDA PRIMARY SCHOOL

Policy: **EMERGENCY MANAGEMENT**

Reviewed: 2008

RATIONALE

The safety of all people whilst on school property or on school activities is of extreme importance. Those in charge of groups must know how to respond in an orderly and responsible manner should an emergency arise.

AIM

To enable all present at the school, on an excursion, camp or other school activity to respond to any emergency in an orderly manner which ensures the safety of all.

IMPLEMENTATION

- The Principal shall be responsible for providing the school with a documented Emergency Management Plan.
- The Emergency Management Plan shall include:
 - Lockdown procedures for all to safe areas.
 - Evacuation procedures for all to safe areas.
 - Contact numbers for appropriate emergency services and staff.
- Specific duties for each staff member, including possible replacements if staff members are unable to perform duty.
- The relevant Emergency Information book for class teachers and for other personnel shall be kept in a prominent place for ready access. This includes all offices, portables, specialist rooms, Multi Purpose Room, canteen and Out Of School Hours location.
- Casual Relief teachers shall be notified of Emergency Management Procedures in the roll.
- practise evacuations should be held at least once per semester followed by an evaluation of procedures along with any necessary modifications to instructions.
- Annual staff emergency training sessions will be organised by staff Occupational Health & Safety Officer.
- Staff shall be given access to First Aid qualification updates regularly. This includes, but is not limited to, staff training for treatment of asthma, anaphylaxis & allergies.
- All electrical appliances shall be regularly checked and tagged by a registered competent person under the Electrical Safety Act and records kept.
- All fire fighting appliances shall be regularly checked by the MFB and records kept.

EVALUATION

This policy will be reviewed as part of the school's 3-year review cycle.

This policy was last ratified by School Council in October 2008