



Emergency Management Policy

VISION STATEMENT

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

VALUES

| Respect | Responsibility | Inclusivity | Perseverance |

Policy	This policy outlines the Geraldton Grammar School policy on the management of an emergency occurring at the school.
Scope and application	Policy applies to all employees of Geraldton Grammar School
Related legislation and guidelines	School Education Act 1999, s159(1)(i), School Education Regulations 2000, Disability Discrimination Act 1992, Occupation Safety and Health Act 1984, Occupational Safety and Health Regulations 1996, Privacy Act 1988
Related Policies	Bomb Threat, Emergency/Evacuation Procedure, Crisis Response, Bushfire, Lockdown and Critical incidents
Evaluation	Annual

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
9/5/02	Amended	SSW
5/2/09	Amended (logo)	SSW
31/3/10	Revised	SSW,SPN
25/3/13	Revised/Crest	JRE/SPN
21/5/16	Amended – SLT replaces Assigned member of SLT, Addition of DES Critical Incident Form & contacting the Chair of the Board of Governors	NJE
20/03/17	Revised and amended to include reference to “lockdown”	DLE
21/03/18	Rewritten to include Evacuation and Lockdown procedures	DLE
04/02/19	Revised and amended	DLE
18/02/21	Revised and Amended	
20/01/22	Updated Evacuation and Lockdown procedures	APE
22/02/23	Updated Evacuation and Lockdown procedures	DLE

EMERGENCY MANAGEMENT POLICY

Policy

Geraldton Grammar School aims to prevent and mitigate any emergency situation that would impact the students, staff and broader school community. The Principal is responsible for instituting measures to prepare the school for site-related emergencies and/or evacuations to ensure that trauma and distress to students and staff and damage to property are minimised.

Many emergencies can be prevented through comprehensive policies that are informed by careful risk management processes. Education of the students and staff is essential to mitigate the risk of emergencies occurring and limiting the impact should they occur.

Geraldton Grammar School has a clearly defined risk management system and set of procedures should an emergency occur.

DEFINITIONS

Emergency

An event, actual or imminent, which:

- occurs on or off-site;
- endangers or threatens to endanger life, property or the environment; and
- requires a significant and coordinated response.

Examples of emergencies are: electrical or water supply failure, bomb threat, fire and intrusion.

Emergency Management Plan

Formal documentation of assigned responsibilities and procedures required in the event of an emergency will include implementation of an evacuation, lockdown or the critical incident procedures.

Critical Incident

An incident in which there is a high likelihood of traumatic effects. A critical incident evokes unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or system to function either at the time or later (e.g. on site accident causing death or serious injury and suicide).

Crisis Management and Emergency Management team

The group of people set aside to deal with a particular crisis or all crises. It would usually include senior leadership and Chair of Board. At Geraldton Grammar School this will be the members of the **Senior Leadership Team (SLT)**, **Student Wellbeing Officer** and any **other staff as required**.

PROCEDURES

Developing a Comprehensive Approach.

The development of emergency arrangements related to prevention, preparedness, response and recovery (PPRR). PPRR are aspects of emergency management. The initial threat will be assessed and may constitute one of the following and required actions.

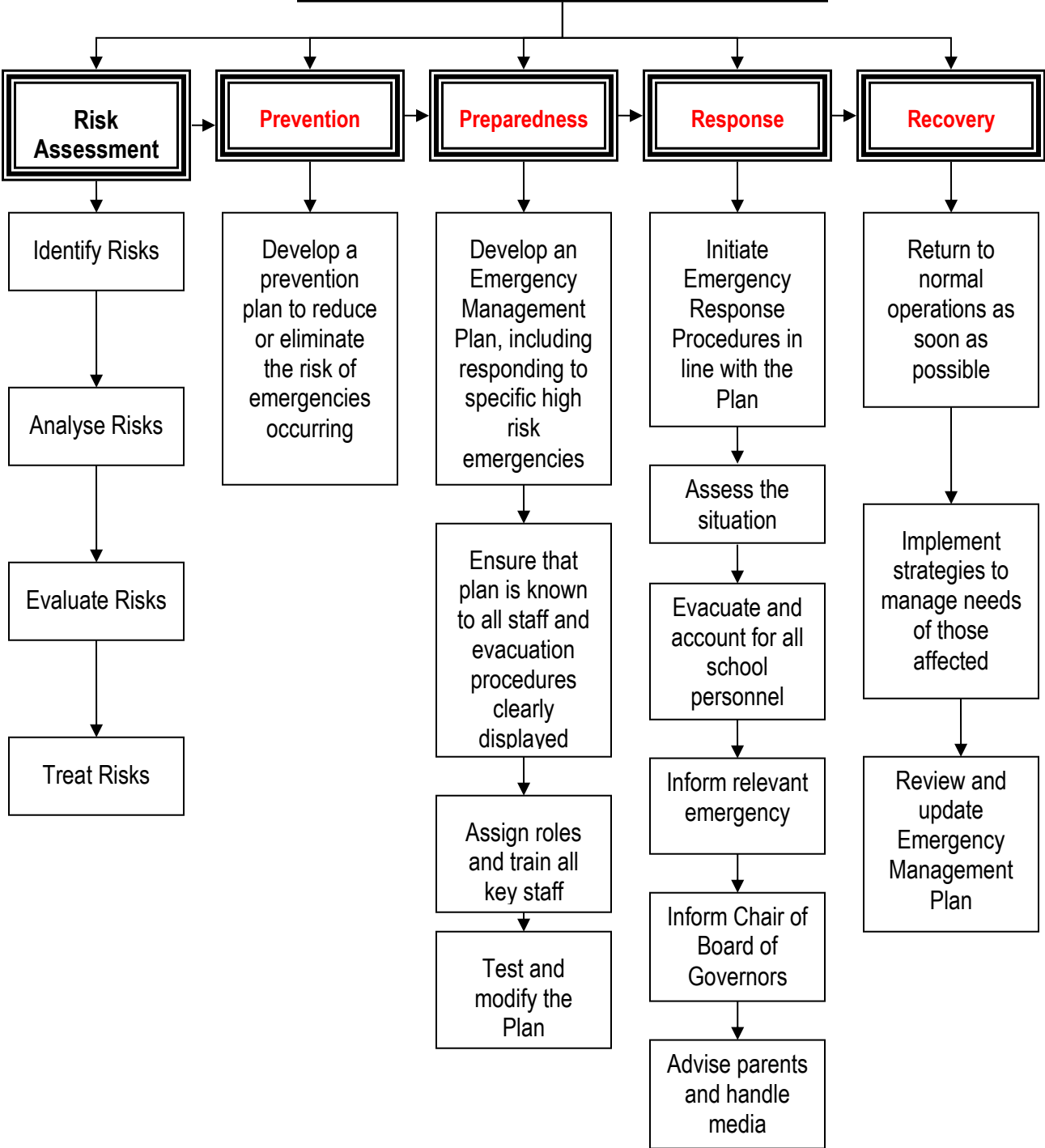
- Implementation of an evacuation procedure.
- Implementation of a lock down procedure.
- Implementation of the bush fire policy and procedure.
- Implementation of a bomb threat procedure.
- Crisis management and critical incident Procedure.
- Hot weather policy.

The elements of Effective Emergency Management

1. The Principal/delegated member of SLT will provide the leadership throughout the management of the emergency.
2. The Principal/assigned member of SLT will be the Incident Manager throughout the emergency, unless he/she decides to assign another person as Incident Manager because of the nature of the incident or the expertise of the individual.
3. The Deputy Principal or Business Manager will be charged with the responsibility of Evacuation or Lockdown procedures.
4. All members of the SLT and school leaders or their second in command (2IC) will be charged with responsibilities throughout the procedures.
5. The Principal or the delegated member of SLT is charged with all external communication.
6. All procedures are developed in conjunction with external agencies.
7. Provision has been made to include all members of the school community.
8. All emergency procedures will be communicated to staff, students and visitors to the school.

Emergency Management follows a clear sequence that can be seen overleaf.

Critical & Emergency Management



Prevention and Risk Minimisation

Risk Assessment:

The Principal/delegated member of SLT must:

- identify on-site and off-site situations that have the potential to become emergencies or critical incidents affecting the site's operations;
- determine, with other agencies potential risks associated with particular situations; and
- use Risk Management practice to assess the potential risks and develop mitigation strategies.

The Principal/delegated member of SLT will implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies or critical incidents.

Principal/delegated member of SLT will:

- assign responsibility for the regular testing of evacuation and in-built alarm systems;
- provide signs to indicate inherent hazards and exits where appropriate;
- raise awareness of students and staff to potential risks and 'triggers' of emergencies or critical incidents;
- consult with other agencies to assist identification of preventable risks;
- establish strategies for securing property and equipment, including critical documents and information;
- raise awareness of students and staff to indicators of potential social and psychological health difficulties in themselves and others; and
- provide First Aid Training to staff (e.g. CPR (cardiopulmonary resuscitation) and EAR (expired air resuscitation)).

Emergency Management Plan:

The Principal/delegated member of SLT will ensure that an Emergency Management Plan is developed for the school/site and is based on consideration of:

- Management of foreseeable risk; and
- All Hazards Approach to Emergency Management;

The Emergency Management Plan includes:

- an overall strategy for the management of emergencies and critical incidents in the best interest of the students;
- specific strategies for the management of certain high-risk emergencies or critical incidents identified as relevant to the site (e.g. bush-fires and cyclones);
- an evacuation plan which:
 - is tested and reviewed at least annually;
 - caters for the movement of personnel from both buildings and grounds;
 - includes strategically located building/site plans which highlight:
 - * the Evacuation Assembly Area;
 - * classroom/building location (you are here);
 - * procedure for evacuation;

- a lockdown management plan which:
 - outlines procedures in the event of lockdown;
 - caters for the movement of all personnel, including visitors to the school, into an appropriate area out of harm's way and into "lockdown".
- detailed roles and responsibilities of staff with respect to:
 - security;
 - communication;.
 - evacuation control; and
 - in the case of school sites, parent notification and collection of students;
- clear identification and assignment of the roles and responsibilities of staff, including the delegation of specific roles and responsibilities that account for the absence of the Principal/delegated member of SLT or other key staff;
- a list of current emergency contact telephone numbers for use in the event of an emergency situation or critical incident (e.g. hazard management and support agencies like the WA Police Service, Fire and Emergency Services Authority (FESA), the Department for Community Development and Department of Health; and parents, in the case of schools);
- appropriate provision for people with special needs or disabilities;
- details of communication strategies and warning systems to be used in specific incidents (e.g. use of mobile phones, public address system, Standard Emergency Warning Signal (SEWS), evacuation tones); and
- specific strategies to reduce the potential for suicidal behaviour.

Communication and Training:

The Principal/delegated member of SLT will ensure that the Emergency Management Plan of the school/site is:

- communicated to all staff;
- publicly accessible for both inspection and use in the event of an emergency or critical incident;
- reviewed and tested (e.g. evacuation drill) on an annual basis and after an emergency or critical incident;
- implemented by staff trained for their roles in managing emergency situations (e.g. participation in drills such as role plays or written scenarios);
- developed in consideration of the services provided by other agencies.
- communicated to the Chair of the Board of Governors
- communicated to the Director General via Reportable Incident Notification Form (if required).

Recovery

The Incident Manager, together with the Principal/delegated member of SLT will decide when the emergency and/or critical incident is over.

The Principal/delegated member of SLT will:

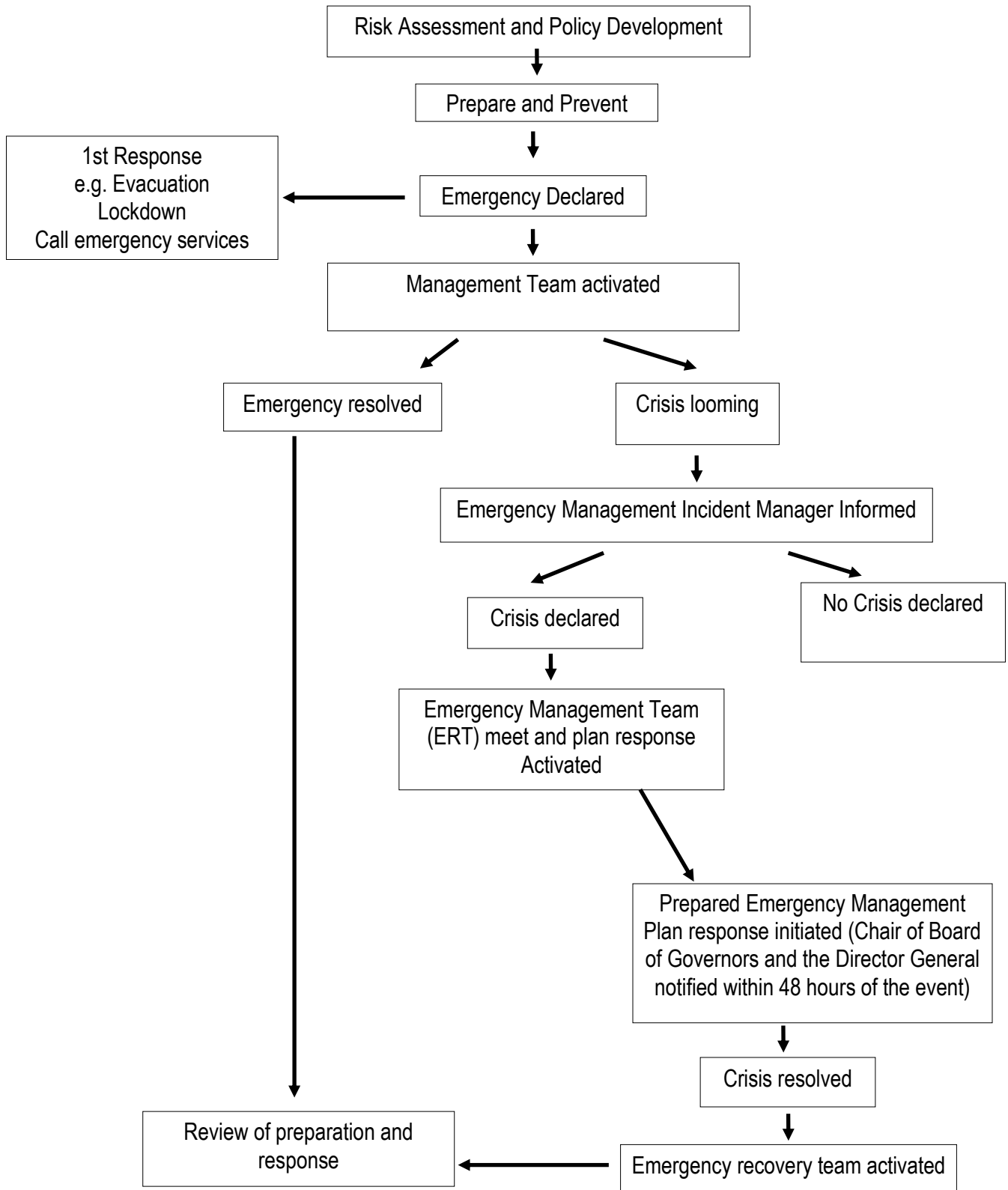
- take appropriate actions to return the site infrastructure to normal;
- develop and implement medium to long term strategies to identify and manage the ongoing social and psychological needs, and (in the case of students) the educational needs of those affected;
- and modify specific procedures of the Plan as determined by the operational debriefing.

Appendices

- 1. Emergency and crisis flow chart.**
- 2. Evacuation procedures.**
- 3. Lockdown procedures.**
- 4. Contact details for key management agencies.**
- 5. Contacts for key emergency agents at the school.**

Appendix 1

Emergency and Crisis Management Flow Chart



Appendix 2



Emergency Evacuation Procedures at Geraldton Grammar School

A continuous siren (whoop, whoop), will sound meaning that teachers and students will need to assemble on the lower oval (George Road). No student should walk along any road.

Procedure - Classroom Teacher

- If with a class, assemble children in an orderly fashion and escort them to the designated emergency area. (lower oval)
- Sit children down in their class groups (primary), homegroups (secondary school)
- If a teacher does not have a class they are to immediately go to the emergency area.
- Complete roll call (rolls available from school receptionist) and send list to Principal (Emergency Supervisor)

Procedure - Emergency Supervisor, e.g. Principal, Deputy Principal – Students (DPs) or designated teacher if all are absent:

- Takes Emergency Procedure pack (plastic box) from floor in DPs office
- Collects first aid box next to emergency pack from DPs office
- Stands in prominent position near goal posts on lower oval and waits for designated people to report classrooms clear and attendance of both students, staff and visitors.
- Use the checklist to keep a record of incoming information.

Procedure - Heads of School, Business Manager or their appointed representative

- Check in classrooms, toilets, etc. for stragglers or injured children.
 - Head of Upper Primary – primary classrooms (B block)
 - Head of Early Learning – C block
 - Head of English, Humanities and Languages – F block
 - Head of Secondary – I block
 - E2 teacher (Ash Friesen) – E Block toilets, change-rooms, locker areas and classrooms.
 - Librarian – Library
 - Head of Science – D block and D block toilets
 - Business Manager – Administration Building.
 - Technology Teacher – Design and Technology Centre and Canteen
 - Teacher in charge of Art – Art Shed and Uniform Shop
 - Music & Drama Staff – Batavia Hall classrooms and Hall auditorium including toilets (x3)
 - Head of HPE – Gymnasium
- Return to emergency area, collect relevant attendance information.
- Report to Emergency supervisor by direct verbal communication.

If safe to do so Business Manager unlocks Fire Hose Reel on north side of Batavia Hall.

All those responsible must lock the areas after they have checked the area.

Procedure - Students, staff or visitors with physical impairments

- Appointed representative primary school (PS) and secondary school (SS) move to designated area (SS to basketball courts and PS to primary oval) and communicate directly with DPs or Principal. (Head of Upper Primary (PS), Sheila Frye (SS))

Procedure - School Receptionist:

- Picks up emergency pack that includes staff and class lists, visitor list and absentees and finds Emergency Supervisor on lower oval.
- Contact relevant emergency agencies listed below -
 - Ambulance - 9964 5222
 - Geraldton Regional Hospital - 9956 2222
 - St John of God Hospital - 9921 1233
 - Fire Fighting service - 000 (Station 9921 2222 not for emergencies)
 - Western Power - 131 351
 - Geraldton Police - 000 (Station 9923 4555 not for emergencies)
- Make sure to check teachers off staff list.

Procedure - Facilities and Ground Coordinator & Business Manager

- Stand facilities and ground staff at each gate - George Road, Southern end (Facilities Coordinator, George Road, Northern end (Maintenance Officer), rear gate (Grounds Officer)
- Lock all gates and stand at gates in case of Emergency Services arrival.
- DO NOT allow other vehicles access
- Maintain mobile phone contact with the Business Manager where required.
- Business Manager to maintain mobile contact with facilities staff and verbal contact with Emergency Supervisor

Note:

- If an emergency occurs during recess or lunch then the children will need to go directly to the emergency area. Staff should move to appropriate positions as normal.
- In the case of an earthquake, make sure children stay under a desk until the tremor has stopped and then repeat above emergency procedure.
- In the case of a fire keep all windows and doors closed to stop the possibility of fire spreading.

All staff and students must wait for an all clear message to be given by the Emergency Supervisor before they disperse.

Note:

Security Panel Alarm: Should the security panel activate during school hours, key in your security code. If there is a fire the panel will display smoke (investigate your area for false alarm). Contact the office immediately.

If afterhours, investigate. If it is a false alarm clear the security panel (turn alarm off twice), if it is a fire call 000. School Security will contact the Business Manager and/or Deputy Principal.

Updated: 20 January 2023

Appendix 3



Lock Down Procedures at Geraldton Grammar School

A siren (a beep beep like a truck backing up) will sound, likewise a message will be relayed over the phone system (*lock down, lock down*) an email will also be sent meaning that teachers and students will need to begin lock down procedure.

Procedure - Classroom Teacher (in a classroom)

- Learning area blocks to be locked. (D block Head of Science or nominated 2IC, I block Head of Secondary School, F-block Head of English and Humanities. Library - Library Manager. Shared learning areas Head of Upper Primary or delegate.
- If in the Gymnasium, the gym is to be locked and all students assemble and locked in G1/G2.
- Gymnasium toilets to be cleared and locked internally.
- If in a classroom, assemble children sitting them on the floor, either against the wall or under desks to avoid line of sight as best as possible.
- Lock the doors from the inside and outside where practicable and turn off all lights, TV's projectors and interactive whiteboards.
- Once on the floor keep students quiet and calm.
- Staff to use laptops or iPad to monitor situation.
- In the event of the rolls having not yet been taken this must be done immediately (secondary school period based attendance), AM and PM rolls for primary.
- Staff to inform front office of missing students as soon as possible.
- If students are in the toilet, they are to remain in the toilet block and lock themselves in.

Procedure - Classroom Teacher (outside classroom)

- If with a class outside on the primary oval, move to the Art Shed or nearest room and follow procedures locking the doors from the inside and outside where practicable and turning off all lights, projectors and interactive whiteboards.
- Keep the children quiet and calm.
- If on the secondary basketball courts please move students into the F Block foyer and lock the doors, ensure students sit against the walls.
- If on the lower oval, walk the students off campus, onto George Road at the north end and to the Mosque car park, ensuring your mobile phone is on.
- Once lockdown is clear and resolved, staff to check in with students and counsel if required.

Procedure before school, recess, lunch and afterschool.

- Duty teachers to direct students to the nearest classroom locking doors as soon as possible.
- If on primary oval direct the students to the Art Shed if practicable or nearest room.
- If on lower oval direct students off campus, onto George Road at the north end and to the Mosque car park.
- If on Basketball courts proceed to F Block Foyer.
- **Please ensure, you have a mobile phone, it is turned on and working so that you are contactable.**
- Notify the front office, if possible, of location and number of students, parents and staff who are to be accounted for.

Procedure for those off campus.

- Staff on excursions are to be notified to stay away until safe to return (done by front office Administration).

Procedure - Front Office/Administration area

- All lights to be turned off and doors to be locked from outside where practicable and bolted.
- All blinds are to be drawn.
- Ring staff on excursions to remain off campus.
- Liaise with staff via email of state of affairs.

Procedure - Principal or Head of Schools or member of the SLT.

- **Only a member of the SLT can make the call to begin a lockdown procedure.**
- **The Principal or a member of the office administration will send phone message that school is in lockdown.**
 - **To send message, pick-up phone, and press 555 and clearly say... lockdown, lockdown, lockdown, school is in lockdown then hang up.**
- **Deputy Principal, Business Manager or Principal sounds the alarm.**
- **Business Manager or member of office administration are to immediately call the police, in the case of a lockdown.**

In the event of an evacuation, this will be coordinated by the authorities on site.

Post lock down.

- Phone message will be relayed by member of SLT or office administration
 - **To send message, pick-up phone, press 555, identify yourself and your position then say, 'lock down all clear'.**
- A member of the SLT will knock on the door, identify themselves by name and call all clear.
- An email will be sent with the subject line "All clear".
- Staff then liaise with office administration regarding student attendance.
- Office administration to call staff off campus giving the all clear to return.

All staff and students must wait for an all clear message to be given by the Emergency Supervisor before returning to normal school routine. Students who are distressed by the event to be offered assistance by Heads of School, Student Wellbeing Officer and/or members of SLT.

Appendix 4

Emergency contact list

Group		Phone Number
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	9923 4555
Ambulance		000
Ambulance local		9964 5222
Fire and Emergency Services Authority		000
Fire service local		9921 2222
State Emergency Service		132 500
Hospital - Geraldton Regional Hospital		9956 2222
Hospital - St John of God		9921 1233
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government (City of Greater Geraldton)		9956 6600
Pollution Watch		1300 784 780

Appendix 5

Emergency response team phone numbers and contacts.

Team Members	Name	Work Phone	Mobile
Incident Manager/Principal	Mrs Neesha Flint	9965 7802	0430 430 841
Evacuation and Lock down Coordinator	Amy Price	9965 7814	0415 394 837
Student Wellbeing Officer	Mrs Lara Watson	99657808	n/a
Security and Access	Mr Craig Jerrard	9965 7804	0447 657 804
Primary Coordinator	Mrs Berrice Lodge	9965 7805	0429 382 398
Work Health and Safety Officer	Mr Mike Bibrluk	9965 7825	n/a
Front office	Sandra Paradella Jamie Williamson	9965 7800	n/a