

SCHOOL NO. 4401 – KATANDRA WEST

Policy Statement: MANAGEMENT – 750 Emergency Management Plan
750 - EMERGENCY MANAGEMENT PLAN

Responsibility: Principal, Team Leaders, Student Welfare Co-ordinator.
and others as required

This Policy was last ratified by School Council in 2015.

1. **PURPOSE:**
To have a School Emergency Management Plan to cope with a range of emergencies.

2. **GUIDELINES:**
Immediately convene a Meeting of the School Leadership Team who are the Emergency Management Team. The Principal will normally be the Leader of this Team and the media spokesperson.

DUTIES: (Include the following activities – depending on the Emergency)

- Confirm - incident and collect reliable information.
- release of information to those directly affected.

- Liaise - with emergency services personnel

- Notify - Office of Emergency Management (DET)
- the Regional Office
- Notify other schools (inform, dispel rumors, prepare for reactions, contact siblings, arrange for a teacher relief)
- School Council President.

- Appoint - Media Liaison person (usually Principal)
- Co-ordinator of Counselling Support
- Contact Person for Parents

- Allocate - Recovery room(s) (tea, coffee, water, blankets, tissues)
- Incoming and outgoing telephone lines including mobile phone
- Assembly points for Parents etc.
- Media room – if required

- Consider - which Staff and Students may be particularly affected.

- Decide - how to inform - Staff
- Students
- Parents etc

- Prepare - information for Staff
And Students (written / verbal)

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- Conduct - meeting of all staff, including support staff to arrange the following:
 - giving accurate information
 - allowing time for reactions, questions and discussions of feelings
 - talking with staff about reactions they may feel
 - outlining Emergency Management Plan
 - locating recovery room(s), Parent assembly point
 - counselling resources (for staff and students)
 - developing a Media Policy with the Principal as spokesperson.
 - identifying special friends, relatives of victim(s)
 - checking that staff feel OK about facing classes
 - discussing Timetable arrangements
 - Providing the following: -
 - “Telling the Class” guidelines for staff
 - (written) information for students
 - list of practical ideas for class activities
 - information on possible responses (staff and students)
 - Organising assistance with the following:-
 - Supervision of recovery room(s) (esp. First Aid teachers – if available)
 - Supervision of parent assembly point
 - Extra yard duty (if necessary)
 - Relief for distressed staff
 - Manning of phones
- Follow up - staff who may have missed the Staff Meeting with relevant information
- Communicate – sympathy and concern to affected families
- Prepare - communication to Parent body
 - the facts
 - what the school has done / is doing
 - how students may react
 - how / where to get help
- Provide - If appropriate morning tea / lunch for visiting counsellors etc.

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- Reconvene Emergency Management Team meetings regularly during the day
 - defuse stress
 - evaluate
 - plan
- Staff Meeting at end of day
 - debrief
 - support
 - review curriculum for affected students / staff etc
 - plan
- Follow up - on students absent from school.
- Reconvene – Emergency Management Team as required
- Determine school acknowledgement
 - flowers, death notice, card
 - involvement in funeral (inform Regional Office re effect on staffing).
 - Memorial service
- Ensure - on going support for Principal and counselling team.
- Review - School response after one week.
- Consider - Staff / student's property, return of work. If applicable pro rata fee refund etc.
- Determine - further school response e.g. photo gallery etc.
- Monitor - anniversaries
- Review - School response after three months
- Ongoing Monitoring as required, depending on the situation and the circumstances.

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ROLES:

- **CO-ORDINATOR**

The Principal will be the co-ordinator of the Emergency Management Plan and the Intervention Team. The Principal will be responsible for initiating the procedures. In the absence of the Principal the Acting Principal will assume this role.

- **ROLE OF THE PRINCIPAL/ ACTING PRINCIPAL**

- Gather factual information on the crisis
- Determine immediate cause or course of action
- Activate the Intervention Team
- Arrange for contact with emergency services as required
- Supervise the Emergency Management Plan
- Chair relevant meetings e.g.
 - Intervention Team
 - Full Executive Meeting
 - Full Staff Meeting
 - Full School Assembly
 - School Council Meeting
- Contact Regional Office to relate details of the emergency and strategies in place to cope
- Liaise with Regional Office re any extra staff resources needed etc.
- Contact Parents of students directly involved
- Be the only school contact with the media
- Supervise brief support staff meeting re telephone inquiries from Parents/Media.
- Inform staff at the end of the day and determine continuing response to emergency
- Contact School Councillors.

ROLE OF THE ACTING PRINCIPAL/ DELEGATE OF PRINCIPAL/ACTING PRIN.

- Arrange school assembly if appropriate
- Organise roll call if relevant
- Be part of the Intervention Team
- Make arrangements for extra casual staff where necessary
- Arrange with Principal and Intervention Team continuing response to the crisis
- Assemble the Intervention Team when required
- Record “at risk” students nominated by the Welfare Student Officer and other staff.
- Monitor situation on successive days and report back to Principal
- Keep staff informed of situation and changes to plan each day.

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ROLE OF OTHER MEMBERS OF THE LEADERSHIP TEAM

- Immediately arrange with principal and other welfare personnel to be relieved from classes (or notify if you have arranged)
- Mobilise extra staff (not teaching at the time) to assist in any way required
- Supervise students as required
- Be mobile around the school throughout the day to assist in handling any problems arising.

ROLE OF SCHOOL WELFARE OFFICER (PRINCIPAL)

- Meet with Intervention Team to consider management of crisis in short and long term
- Determine staffing needs
- Counselling activities as required
- Contact a guidance office to help if needed
- Contact Community Health personnel and co-ordinate their visit to the school
- De-brief Intervention team.

ROLE OF CLASS TEACHERS

- Assist with class groups – monitor attendance (roll call) and enable students to discuss their concerns if appropriate
- Contact Principal if you become aware of students that may need assistance
- Monitor student needs throughout the day
- Allow students access to counselling support when appropriate
- Seek to establish class routine at appropriate time
- Be sensitive to the need for variation in routine

ROLE OF SENIOR STUDENTS / SCHOOL CAPTAINS

- Support other students if appropriate.

ROLE OF SUPPORT STAFF

- School Business Manager to co-ordinate support staff
- Contact parents of students who need to go home (notified by Principal)
- Handle enquires from parents (not media)
- Assist in first aid as required
- Return school to normal operation as soon as possible

- The Principal, in consultation with Staff and School Council, may vary this policy according to the degree of emergency or if circumstances require it.