

EMERGENCY MANAGEMENT

Reviewed 22.05.09 (Alan, Hine, Shirley and Maria H)
Reviewed 19.09.11; Reviewed May 2014 (Tracy/Donal)

ACTION

1. To ensure the safety of all staff, students and visitors should an emergency occur.
2. To minimise stress on staff, students and visitors.
3. To ensure appropriate consideration, support and consultation is made.

GUIDELINES

1. Information about Evacuation Procedures and Emergency Actions are detailed within the, Staff Admin Handbook and are displayed in every room. This is for Fire, Earthquake, Serious Injury or Electrocution.
2. Efficient drills will be organised and regularly practised for the whole school, at least once per term.
3. In the event of a disaster or fire the school bell will continuously ring to tell everyone to vacate the buildings. If the power is off, the continuous ringing of the hand bell will occur.
4. In the event of an earthquake, pupils and teachers will seek refuge under desks until appropriate time enables buildings to be vacated.
5. Teachers, with attendance registers will lead classes to the designated assembly point. The roll must be called once at the assembly point. (School Field).
6. Any absences must be reported immediately to the principal and whereabouts, if known, listed for checking.
7. All visitors to the school must sign in at the school office. On evacuation visitors must be checked off this list. Any person in the school having disabilities will also have that noted.
8. Shut down procedures will be followed in the event of localised threat to student and staff safety.