



# St. Joseph's Primary School Numurkah

## Emergency Management Policy

April 2016

### **Introduction**

*Numurkah is a rural country town of approximately 4600 as its population. It belongs to the Moria Shire. Numurkah is built around the Broken Creek and is mainly in an agriculture district – ie dairy farming, crops and the Riverland Oilseed Company. St Joseph's is a Primary School situated on a main thoroughfare, Tocumwal Road. The other streets that boarder the school block are nearby Saxton Street and Paterson Street which is also St. John's Church boundary. The school shares this land with The Parish House, St. John's Church, MacKillop House (OSHC) and the MacKillop Centre (Community Center but mainly used by the Parish and the School) St. Joseph's has 273 students.*

### **Commitment to Child Safety**

**All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.**

### **Layout of the School Buildings**

**Prep Rooms – Numbered 1 and 2**

**Junior Block which includes the toilets Numbered 3 and 4. There is a basketball at the back of this building.**

**Middle School Block which adjoins the staffroom and administration block and the remaining classrooms are numbered 5,6, 7 and 8.**

**Senior Rooms are numbered 9, 10 and 11.**

**The second Junior block of an open area are numbered rooms 12 and 13. The Welfare Office and Reading Recovery room are off this corridor.**

**The Art room and Library are at the end of this building.**

**The school has a C.O.L.A and tennis / netball courts at the side of these buildings.**

**The joined buildings enclose a courtyard with the Amphitheatre being behind the Library and Art room.**

*Please refer to the school map on the last page of this policy for clarification of this description.*

## **Policy Statements**

### **Basic Beliefs:**

- Our school community nurtures the development of the whole child

### **Foreward**

- A threatening situation could take many forms: fire, gas leak, chemical spill, siege, hostage situation, bomb threat, aircraft accident, terrorist activity, death or serious injury, etc. A danger to our school is the Petrol Station next door.
- We need to be prepared for a variety of responses in order to safeguard the children in our care (& ourselves), and to deal promptly and effectively with the situation at hand. It should be stressed, however, that our primary concern must be the children; it is not the responsibility of teachers to fight fires, etc.
- To ensure staff and students are as well prepared as possible, practice drills need to be carried out at least once per term, and for each of the 4 different types of emergencies. (Lock Down, Fire Drill, Chemical/Gas and General Emergencies.)
- Children need to be strongly discouraged from thinking:  
“There’s no smoke, so this must be a practice.”

**\*\*Where practical there should be provision made to have / organize food / water for staff and students in the case of a containment situation arising from an emergency.**

**\*\*Where practical there should be provision made to have toileting facilities for staff and students in the case of a containment situation arising from an emergency.**

- Contained in this document are four possible responses to threatening situations:
  - I. Evacuation to East
  - II. Evacuation to North
  - III. Evacuation during Recess/Lunch time
  - IV. Lock-in
- Also included are phone numbers to be used as required.

**Phone Numbers:**

All Emergencies	000
Fire Brigade	000
Police	5862 3311 or 000
Ambulance	000
Hospital	5862 0555
Doctor	Quinn St Clinic
	5862 2044
	Medical Centre
	5862 2111
State Emergency Services	- Shepparton
	5821 3822
	- Numurkah
	132 500

**Other Contact Numbers:**

Directorate Office of Emergency Management	03 9859 6266
Parish Priest	5862 1041
C.E.O. – Bendigo	5443 2377
C.E.O. – Wangaratta	5723 0000
C.E.O. - Shepparton	58313811

**Key Contact Numbers:**

**Paul Arnel – Principal – 0419303562 / 0358621804**

**Therese Chalker – Vice Principal – 0427571422 / 0358621804**

**Tony Kent – OHS Team Leader – 0358621804**

**Communication Process:****Important General Notes**

- Alarm will be left on indefinitely if there is a real emergency, but will be turned off after about 15 seconds for a drill. (Don't tell children this!)
- Presbytery should be notified before any drill.
- If there are any parents or other visitors on the premises during an evacuation, they need to be part of it too.
- Attendance Roll needs to be marked at the beginning of the day and after lunch. Roll should then be left in a prominent position in the classroom.
- Specialist Teachers shall have access to the electronic roll or complete a hard copy roll for the class group for each lesson. This teacher must remain responsible for this group until told otherwise.
- A copy of the Emergency Order needs to be displayed beside the Evacuation Procedure Poster in all rooms. A copy of the Emergency Order shall also be placed in the front of the Roll.
- If the Principal or Admin Officer is absent, the Vice Principal or person in charge will delegate others to cover their duties.
- All media is referred to the Principal / Vice Principal
- The Admin. Officer will take the Emergency Folder and the "Back Up" disks to the emergency assembly area.
- The Admin Officer will check the Visitors book which is kept on the front office ledge. Any visitors will be included in the evacuation procedure.

**1. COMMUNICATIONS:**

- A warning siren (linked to P.A. System) will be sounded continuously when there is an emergency.
- An announcement after the siren will be made addressing the type of emergency and which Emergency Assembly Area
- In case of power failure, the coordinator will use the "Hand Held Siren" found beside the P.A. System.

## **2. EVACUATION PROCEDURE**

See:

- East exit to School Oval
- North exit to Parish Oval
- Recess/Lunch evacuation
- Lock in

## **3. INDIVIDUAL PROCEDURES**

### **East exit to School Oval**

- At the sound of the warning signal children are to assemble in their emergency order.
- Teacher to obtain attendance roll.
- Children and teacher to walk briskly and orderly to emergency assembly area.
- At the emergency assembly area the teacher is to call the attendance roll to check that all children are present and safe.
- Principal or Nominee is to then check attendance with each Class Teacher
- Parents are not permitted to take their child without notifying the class teacher.

### **Role specifications**

- Admin Officer to ring relevant emergency numbers & bring emergency folder to emergency assembly area.
- Principal and Administration Staff to check Administration Block, Staff Toilets, Mary MacKillop Centre, Mary MacKillop House, Sports Shed, Student Toilets, Cola Shed, Canteen, Library and Art Rooms.
- The Visitors book will be checked by administration staff and any visitors will be accounted for / be included as per emergency procedure.
- Teachers in classrooms move children to emergency assembly area immediately.
- If an emergency occurs during Specialist classes, the Specialist Teacher exits to the emergency assembly area with the class and roll and remains responsible for that group of children until told otherwise.
- Any students in the toilets when the alarm sounds will wait at the toilets for the Principal or Admin. Officer who will collect them.

### **North exit to Parish Oval**

- At the sound of the warning signal children are to assemble in their emergency order.
- Teacher to obtain attendance roll.
- Children and teacher to walk briskly and orderly to emergency assembly area via Basketball Court, Front of Church and Presbytery exit.
- At the emergency assembly area the teacher is to call the attendance roll to check that all children are present and safe.

- Principal or Nominee is to then check attendance with each Class Teacher
- Parents are not permitted to take their child without notifying the class teacher.

#### **Role specifications**

- Admin Officer to ring relevant emergency numbers & bring emergency folder to emergency assembly area.
- Principal and Administration Staff to check Administration Block, Staff Toilets, Mary MacKillop Centre, Mary MacKillop House, Sports Shed, Student Toilets, Cola Shed, Canteen, Library and Art Rooms.
- The Visitors book will be checked by administration staff and any visitors will be accounted for / be included as per emergency procedure.
- Teachers in classrooms move children to emergency assembly area immediately.
- If an emergency occurs during Specialist classes, the Specialist teacher exits to the emergency assembly area with the class and roll and remains responsible for that group of children until told otherwise.
- Any students in the toilets when the alarm sounds will wait at the toilets for the Principal or Admin. Officer who will collect them.

### **Recess/Lunch Evacuation**

- At the sound of the warning signal children are told to assemble (over the P.A. System) at the School Oval.
- Teachers currently on yard duty will assemble children on the School Oval.
- All staff are to move promptly to the School Oval
- Personnel in the administration block will hastily assemble, then the person in charge will designate people to:
  1. Lock Front Doors
  2. Collect the Emergency Folder
  3. The Visitors book will be checked by administration staff and any visitors will be accounted for / be included as per emergency procedure.
  4. At the emergency assembly area the class teacher is to check off those present from the Class List supplied from the Emergency Folder.
  5. Principal or Nominee to check attendance with each Class Teacher
  6. Parents are not permitted to take their child without notifying the class teacher.

#### **Role specifications**

- Designated person to ring relevant emergency numbers on the mobile phone (see front page) & bring folder to evacuation area.
- Principal or Admin. Officer to check Admin. block, Staff toilets and Mary MacKillop Centre, Mary MacKillop House, Sports shed, Student toilets, Cola Shed, Canteen, Library and Art Building.

## **Outdoor to Indoor Response to Emergency**

- At the sound of the warning signal children are told to move directly into their classroom where they will meet their class teacher.
- Teachers will make their way to the classroom where they will access the roll and listen to further instructions.
- If a class teacher is unavailable, the adjoining class teacher or designated specialist teacher will care for the class.

### **Role specifications**

- Admin Officer to ring relevant emergency numbers on the mobile phone (see front page)
- Principal, Vice Principal or Unit coordinator will check Admin. Block, staff toilets, Library and Art Building, Mary MacKillop Centre, Mary MacKillop House Cola Shed and sports shed.
- The Visitors book will be checked by administration staff and any visitors will be accounted for / be included as per emergency procedure.
- Teacher to ring through to Admin to notify all children are present.

## **Lock-In Response to Emergency**

- At the sound of the warning signal children are told to remain in the classroom they are currently in.
- The children who are away from their classroom proceed to the nearest classroom with teacher.
- That teacher needs to contact the classroom teacher of that child (by phone).
- All classroom doors need to be locked.
- The teacher takes the Class Roll and positions the children appropriately. (Providing as much protection as possible, eg away from windows)
- Designated person to ring each classroom to check that all children are accounted for.
- Principal or nominee to check Admin. block, Staff toilets and Mary MacKillop Centre, Mary MacKillop House, Sports shed, Student toilets, Cola Shed, Canteen, Library and Art Building.
- The Visitors book will be checked by administration staff and any visitors will be accounted for / be included as per emergency procedure.
- All teachers and children are to remain in their classrooms until the Principal or nominee notifies them.
- Parents are not permitted to take their child without notifying the class teacher.

### **Role specifications**

- Admin Officer to ring relevant emergency numbers on the mobile phone (see front page)
- Admin Officer to ring each classroom to check that all staff & children are accounted for.
- Principal or Unit coordinator to check and lock Admin. Block, toilets, canteen Library and Art Building, Mary MacKillop Centre, Mary MacKillop House, Sports Shed and Cola Shed.
- All teachers to check their roll, and ensure children are seated safely away from windows.

### **Bush Fire Risk:**

*Although Numurkah is not on the Bush Fire Risk Register it is situated in an area of Northern Victoria where the Summer Temperatures can be extremely high causing hot and dry conditions.*

*On Code Red Days the Principal will contact the local Police and Fire Brigade to collect information in regard to our staff and students safety. (Many over our staff travel from nearby towns and a high number of our students use bus transportation to get to school. A decision will be made on the basis of this information.)*

*In the event of a school closure all staff and parents will be contacted by a group SMS message. This will be updated to note any changes in the situation.*

### **On a non Code Red Day in the event of bush fire or flood the school will**

- **Maintain a heightened state of awareness**
- **Ensure open lines of communication from local emergency services**
- **Be prepared to enact the EMP by**
- **Relocating students and staff to the nominated evacuation points**
- **Evacuating students and staff to an off site safe area**
- **Responding appropriately to instructions from emergency services**

\*\* Fire extinguishers / equipment will be checked at the start of each bush fire risk season.

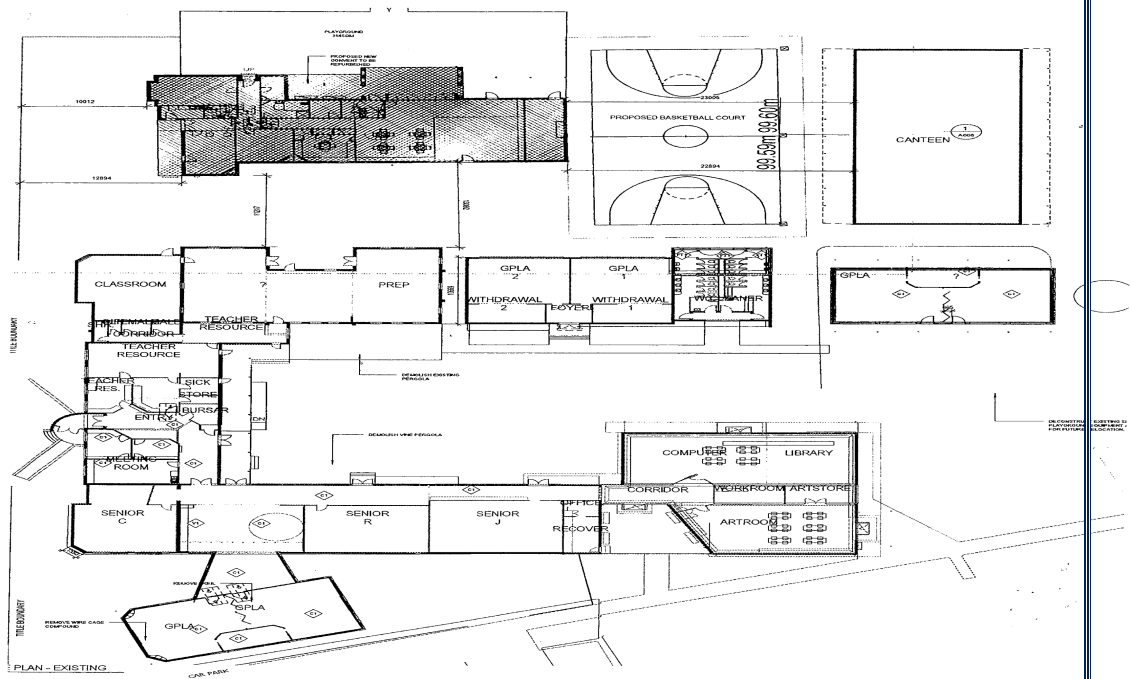
\*\* Our school grounds person will collect all debris on a regular basis.

\*\*The entrances to the school property will be kept clear at all times.

\*\*Emergency services can enter the property via the gate near the Church or from the oval.

\*\*A bush fire Risk assessment will be compiled and used at the beginning of each school year / or at the start of the bush fire risk season.





Ratified by St. Joseph's School Board on 16/06/2016

For review 2019