



ST. JOSEPH'S PRIMARY SCHOOL

Policy Document



Emergency Management Policy 2020

Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance for child abuse.

At St Joseph's Primary School we strive to maintain 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. We are committed to continually reviewing our Child Safe policies and practices to ensure that every effort is made for ongoing improvement of our Child Safe environment. We at St Joseph's Primary School recognise that some groups of children are particularly vulnerable are we are committed to promoting the cultural safety of Aboriginal/linguistically diverse children and also promoting the safety of children with a disability.

SCHOOL PROFILE:

St. Joseph's primary School is located in Numurkah is a small rural service centre located on Broken Creek with a population of approximately 4600, Numurkah is located within the Moira Shire which is a rich rural irrigation district where dairying, fruit production, mixed farming and grazing utilise the rich soils of the area.

St Joseph's Primary School is located on Tocumwal Road which is an extension to Melville Street the main street to the township, Tocumwal Road is one of the main thoroughfares entering the town. The school is set on open spacious grounds sharing boundaries with the St John Baptist Church and Presbytery which is located north of the school, to the south adjacent to the school grounds is a petrol station which leads into the centre of town. Further around the school grounds lye residential properties and land designated for current and future residential development.

St Joseph Primary School has a building alignment focussed around a quadrangle centred between one 'U' shaped building and disconnected classroom settings forming this environment. Outside of this area to the north there is a three-classroom building dedicated for our foundation students along with being utilised by Out of Hours School Care, there is the Mary MacKillop Community Centre. Surrounding the school buildings provides a broad range of activities, sports and games facilities. St. Joseph Primary School has a flexi-pave netball, basketball and tennis courts, a fitness track, synthetic grass bat tennis, volleyball and all-weather play space under our huge COLA shed. Towards the East of the school grounds an oval provides an outstanding surface for suitable play and sports along with the central evacuation point for the school community

The Students who attend St. Joseph Primary School reside from not only Numurkah but from outlying towns such as, Katunga, Waaia, Wunghnu, Invergordon and farming properties within proximity of the Numurkah Township, with this in consideration approximately 40% of students attend St. Joseph Primary School utilise a bus service that caters to the three schools (one secondary college and two primary schools).

SCHOOL PROFILE SUMMARY:

School Name: St. Joseph's Primary School	School E No: E3015
Address: 16 Tocumwal Road Numurkah VIC 3636	Numbers: Students 248 Staff 42
Prep – Year 6	Numbers: Students with a disability 25
Hours of Operation: 8:30 AM to 4:30PM	Staff with a disability 0
Phone: 03 5862 1804	Floors: 1
Fax: (03) 5862 2768	Classrooms: 16 Portables: 0

BASIC BELIEFS:

St. Joseph's Primary School is required to develop an Emergency Management Plan (EMP) that is site specific and includes local threats, hazards and corresponding response procedures. The VRQA's Guidelines to the Minimum Standards and Requirements for School Registration explain that the EMP must address emergency and critical incidents which include:

- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending
- death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.
- inform their school community how they will communicate with parents and carers in an emergency, and of any relocation/closure arrangements (for schools at bushfire risk) contained in their EMP.
- test emergency response procedures by conducting drills at regular intervals, at least quarterly per annum.
- review the EMP at least annually by 1 September, and/or following an emergency or critical incident.

IMPLEMENTATION:

St Joseph's Primary School must:

- ensure that staff who have a nominated role in the EMP have a clear understanding of, and have practiced their role in the EMP
- ensure that all staff, students and regular users of the school site, such as out of school hours care, have an understanding of the EMPs response procedures

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- inform their school community how they will communicate with parents and carers in an emergency situation, or any other information that the school considers essential to prepare the school community for action during an emergency
- inform their school community of any relocation/closure and other pre-emptive arrangements (if their site is at bushfire or grassfire risk)
- take all preparatory steps identified in the EMP to prevent negative consequences from an emergency or critical incident, including any staff training
- test emergency arrangements for core emergency response procedures (as listed in your EMP) for a variety of emergency scenarios such as fire in the neighbourhood, intruder, or loss of an essential service, at least quarterly per annum

EMERGENCY DRILLS:

St Joseph's Primary School implements and practices emergency response procedures through drills, this:

- ensures widespread familiarity with emergency response procedures and the capacity to efficiently and effectively implement them in a live emergency
- promotes more effective emergency response procedures, by ensuring that evacuation locations and pathways are practical and workable in different emergency scenarios and that safety will be maintained throughout the response procedure
- Schools must document outcomes and lessons from the drill, with any required changes to response arrangements, incorporated into their EMP.

EMERGENCY MANAGEMENT PLANNING FOR EXCURSIONS AND CAMPS:

Schools are required to undertake emergency management planning for certain excursions, overseas tours or camps — refer to *Offsite Supervision of Student* for guidance.

DEFINITIONS:

Emergency

As defined in section 3 of the Emergency Management Act 2013 (Vic.):

'The actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

- an earthquake, flood, wind-storm or other natural event
- a fire

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- an explosion
- a road accident or any other accident
- a plague or an epidemic or contamination
- a security threat
- a hi-jack, siege or riot
- a disruption to an essential service

These events ordinarily require a coordinated whole of school response.

Incident

An incident is any actual or alleged event or situation that:

- requires police notification; and/or
- causes harm or creates a risk of causing harm to student or staff health, safety or wellbeing either directly or indirectly; and/or
- affects or risks affecting the continuity of school operations

Critical incidents requiring planning include, but are not limited to:

- child abuse
- medical emergency
- mental stress
- data or privacy breach
- missing student/person

