

## Policy: Emergency Procedures – General

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### Policy Statement

In the event of a disaster or emergency other than fire, the staff will ensure the student(s) is/are, as far as is possible, protected from further dangers.

### Procedural Guidelines

#### ▪ **Crisis Situation**

- (i) In the first instance all staff will ensure the safety of themselves and their students.
- (ii) At the first available time, whilst not compromising the safety of the staff or their students, if at all possible the staff member must inform Senior Leadership Team of the situation/crisis.
- (iii) If the safety of the staff member or that of his/her students may be compromised, the staff member and/or students should not move from their teaching/learning area until specifically directed to by either the Block Warden, the Principal or other personnel in command of the incident, ie Police, Civil Defence, etc.
- (iv) In the event of a traumatic incident occurring outside of school time the Principal, or person acting on behalf of the Principal, will initiate the school's TIRP Plan.

#### ▪ **Lockdown**

- (i) The Lockdown procedure is actioned at the discretion of the Principal or, in his absence, the person in charge.
- (ii) The alarm is raised by a bell which will ring for a period of 1 minute.
- (iii) If a teacher is in a classroom, they must close and lock all doors and windows, ensure students are away from windows and doors, and are as out-of-sight as possible. The teacher may decide to ask students to go under their desks.
- (iv) Physical Education classes on the field are to secure themselves in the Pavilion or a classroom near to the field. If they are unable to do this, they are to move to the corner of the field nearest G block and maintain as low-a-profile as possible.
- (v) Staff are to assist, where practicable, other staff in their immediate area or to make their situation as secure as possible. In doing so the staff member should not leave the actual area.
- (vi) Staff are not to leave rooms or return to teaching until they have been instructed to do so by a member of the Senior Leadership Team.

#### ▪ **Serious Injury**

- (i) The accident/incident area is secured to avoid further injuries.
- (ii) Ensure that victims are as comfortable as possible.
- (iii) The emergency service required is contacted.

#### ▪ **Explosion**

- (i) The alarm is raised – (111 for emergency service is dialled).
- (ii) The explosion area is secured in order to avoid further injuries
- (iii) Victims (if any) are as comfortable as possible.
- (iv) If fire follows the explosion, evacuate areas as set out under the Fire procedure.

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▪ **Earthquake**

(i) Safety Measures Indoors:

- ◆ Do not evacuate the area
- ◆ Evacuate the area **ONLY** when instructed to do so or if the building is obviously structurally unsafe
  - Check others in the area are evacuated
  - Shut any doors as you leave
  - Ensure all electrical or gas supplies are turned off
- ◆ Proceed to assembly area
- ◆ Ensure that you tell the warden that you are safe
- ◆ Stay in the assembly area until you are advised that you can leave
- ◆ Do not re-enter the area until the all clear is given

(ii) Safety Measures Outside

- ◆ Move clear of all buildings and potentially dangerous structures (20 paces is a safe distance for a single storey building)
- ◆ Leave swimming pool immediately (if applicable)

▪ **Hazardous Substance Spill**

- ◆ Raise the alarm
- ◆ Evacuate the area following the Emergency Evacuation procedures
- ◆ Stay in the assembly area until you are advised that you can leave
- ◆ Do not re-enter the area until the all clear is given

**Emergency Services phone numbers  
are listed in the first pages of the Phone Book and in the  
school's SIRP Plan which is *held in the Main Office***

Review schedule: November 2019

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	17 September 2003	Chairperson	M J Bailey

<b>AMENDED</b>	Date 29 June 2005	Chairperson	S Smith
<b>REVIEWED</b>	Date 30 October 2008	Chairperson	S Smith
<b>AMENDED</b>	Date 20 May 2009	Chairperson	S Smith
<b>AMENDED</b>	Date 26 September 2011	Chairperson	S Smith
<b>REVIEWED/AMENDED</b>	Date 30 May 2016	Chairperson	S Smith

**REVIEWED/AMENDED**      Date .....

Chairperson .....

**REVIEWED/AMENDED**      Date .....

Chairperson .....