




<b>POLICY</b>	 <b>SPW</b> <b>EARLY LEARNING AND PRIMARY EDUCATION</b>
Title: <b>Emergency</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 9</b>
No.: <b>PRIN-10</b>	
Issue Date: <b>September 2011</b>	
Last Reviewed: <b>August 2018</b>	
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# Emergency Policy

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## 1 RATIONALE

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St Peter's Woodlands Grammar School has a responsibility and duty of care to ensure all students, staff and visitors to the School are safe in the event of an emergency situation on the grounds or within the vicinity of the School.

## 2 SCOPE

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Under Regulation 43 of the Work, Health and Safety Regulations (2012), Work Health and Safety (WHS) Act (2012) SPW is required to: Prepare, maintain and implement an emergency plan.

The Emergency Plan must cover incidents that may eventuate either on the property or in the vicinity which may affect the School or its students, staff or visitors.

SPW has the obligations to manage the work environment and facilities for staff, students and visitors, under the approved Code of Practice section 274 of the WHS Act (2012). This condition applies to all types of work and all workplaces covered by the WHS Act and Regulations applying in that jurisdiction.

The SPW Emergency Policy has been developed on the Australian Standard (AS) 3745-2010 Planning for Emergencies in Facilities which is recognised as 'best practice for workplace emergencies'.

Staff have a duty of care to take reasonable steps to prevent injury to children and students in their care. This duty can be seen to extend to taking reasonable steps to identify, assess and manage risks and reasonable steps to plan, prepare, respond and recover in an emergency.

## 3 DISTRIBUTION

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This Policy is supported by a comprehensive Emergency Plan. The Plan is stored in a red binder, and copies are placed in significant locations:

- Chief Warden                      located in Chief Warden's Office
- OSHC                                located in the OSHC building
- Administration                located in Front Office, next to alarm equipment
- Early Learning Centre        located in the ELC staff lounge

The Policy is distributed to staff via the Frog learning management system, and is included in all relief staff folders. A version of this policy is also replicated in all induction materials (including contractors, volunteers, student teachers).

## 4 OBJECTIVES

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The aim of the Emergency Policy is to control or limit any effect that an emergency or potential emergency may have on life, property and the environment.


## 5 DEFINITIONS

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**Emergency:** An emergency is defined as an event that is causing, or threatens to cause:

- 1) The death of, or injury, or other damage to the health of, any person, or
- 2) The destruction of, or damage to, any property; or
- 3) A disruption to essential services or to services usually enjoyed by the community

**Authority:** The authority to activate the emergency plan either in part or in total rests with the Chief Warden or Deputy should the Chief Warden be off site or unavailable. The Chief Marshall also has the authority to activate the emergency plan.

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**Facility:** The property is located at 39 Partridge St Glenelg and consists of eight (8) main buildings: Law Smith, Chapel, Taylor, Thorpe, Baddams/Nutter Thomas, Millington/Cudomre, Arts Centre & Hayward (including Early Learning Centre). There are also 3 smaller classrooms on the western side of the property used for Arts and Design & Technology. There is a basement area in the Law Smith building. The buildings consist of a mixture of stone, brick, precast concrete and steel construction with internal gyprock & plaster walls and cladding.

**Consultative/WHS Committee:** Under Australian Standard 3745-2010 it is strongly recommended that School's develop a team approach to managing Emergency Procedures. The SPW Consultative/ WHS has been identified to undertake this task. The committee represents a cross section of staff throughout the school which meet once a term to discuss WHS matters including Emergency Planning. The committee will discuss the following topics in relation to emergency planning:

- review and implement emergency plans and emergency procedures
- disseminate procedures to staff and students
- arrange a formalised training schedule
- arrange for conduct of regular emergency response testing

**Identification:** Wardens and marshals shall wear identifying clothing:

- Chief/Deputy Warden – White Vest
- Warden – Red Vest
- Chief Marshal – Fluoro Orange Vest
- Marshal – Fluoro Yellow Vest

**Emergency Response Testing:** To occur once a term.

## 6 REVIEW

A review of this Policy and any associated documents will take place in accordance with legislative requirements and whenever amendments are made to the emergency plan, or whenever changes are made that may affect the site/facility either on or off site to ensure the plan remains current and effective. As part of each school-based test or drill, feedback is sought to ensure best practice and to ensure staff understand the procedures.

This plan will be reviewed on a 5 year basis.

## 7 EMERGENCY ASSEMBLY AREAS

Main Assembly: Braested Oval (corner of Pier and Partridge Streets)

Secondary Assembly: McKenzie Oval (to be used when there is no safe access to Braested Oval)

## 8 EMERGENCY RESPONSE PROCEDURES

### 8.1 EMERGENCY RESPONSE CODES

**CODE RED** Fire/smoke emergency

**CODE BLUE** Medical emergency


**CODE PURPLE** Bomb threat

**CODE YELLOW** Internal Emergency (Power Failure, Gas Leak, Water Leak, Structural Collapse)

**CODE BROWN** External emergency (External Fire, Flood, Tempest, Earthquake)

**CODE BLACK** Personal threats

**CODE ORANGE** Evacuation

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## 8.2 MANAGEMENT RESPONSIBILITY

In the event of an emergency occurring within or affecting the premises the Chief Warden, Deputy Warden or Chief Marshal has the responsibility to make decisions and take appropriate key steps according to the Emergency Response Procedure until the arrival of emergency services

## 8.3 OVERVIEW OF EMERGENCY RESPONSE PROCEDURE – EVACUATION

1. Alert Alarm – 'long beeps'. Stay calm, await further sounds.
2. Chief Warden to contact Emergency Services (or instruct Warden to do so)
3. On alert sound – Marshals remain in place and gather students/persons together. Staff supervising children to take a roll and identify missing persons. Remind all present of evacuation assembly point and route
4. Evacuation Alarm – 'whoop whoop whoop'
5. Leave via nearest safe exit and move to assembly point
6. Report to Assembly point. Marshal to approach Chief Marshal to obtain class list
7. Remain in place until 'All Clear' alarm (regular school bell) or advised by identified emergency personnel

## 8.4 OVERVIEW OF EMERGENCY RESPONSE PROCEDURE – LOCKDOWN

1. Signal sound for lockdown: "A Home Among the Gumtrees" music
2. Chief Warden to contact Emergency Services (or instruct Warden to do so)
3. If outside – move to nearest inside space available
4. Direct students to sit on floor, endeavour to keep them calm
5. Check Class Roll. Notify Chief Warden via email (1A Emergency) if students are missing or if extra students are present
6. Locate missing students & bring back to classroom, if safe to do so
7. Secure building by locking doors & windows. If this is not possible, blockading of the door should be attempted (blockading should not inadvertently create issues that may trap occupants)
8. Close blinds & curtains and turn off lights
9. All Mobile Phones to 'silent mode'

Note: Teachers responsible for children in ELC, Year 1 & Year 2 classrooms should move to adjacent rooms that provide more visual protection (i.e. less glass)

## 9 ROLES AND RESPONSIBILITIES

### Chief/Deputy Chief Warden


- Identified by: White Vest
- Ensure emergency services are called and liaise with them as necessary
- Direct Wardens and Marshals as required
- Maintain communication throughout an emergency situation
- Determine when ALL signals are sounded

### Wardens

- Identified by: Red Vest
- Carry out checks and duties as per Chief Warden's instructions
- Maintain communication with the Chief Warden throughout an emergency situation

### Chief Marshal

- Identified by: Fluoro Orange Vest
- Manage assembly point during evacuations, and main phone line during lock-down.
- Maintain communication with the Chief Warden throughout an emergency situation

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## Marshal

- Identified by: Fluoro Yellow Vest
- Marshal students/persons to the assembly point as required
- Assist Chief Marshal at assembly point
- Maintain communication with the Chief Marshal and Chief Warden throughout an emergency situation

## All other staff/adults supervising Students

- Direct all students to remain calm
- Follow emergency procedures (summarised in Section 8, additional procedures available)

## Visitors, Volunteers, and Contractors

- Direct all students to remain calm
- Follow emergency procedures (summarised in Section 8, additional procedures available)

## Students

- Follow instructions of teachers/adults

## Work Health & Safety/Consultative Committee

The Committee shall meet at least annually to:

- establish and implement emergency plans and emergency procedures
- disseminate procedures to occupants
- arrange a formalised training schedule
- emergency response procedures shall be tested within 12 months of implementation by way of an evacuation exercise
- review and amend emergency plan after validity period, after an emergency, an exercise or after amendments to rectify deficiencies
- arrange for conduct of annual evacuation exercises
- review the effectiveness of evacuation exercises and arrange for procedure improvements

# 10 OTHER EMERGENCY MANAGEMENT FACTORS

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## 10.1 DRILLS/EMERGENCY RESPONSE TESTING

Emergency drills and emergency response testing occurs once per term.

## 10.2 STAFF TRAINING & SKILL RETENTION

New members of staff shall receive an appropriate emergency response procedure briefing during induction. This includes relief staff, contractors and volunteers.

Training for contract and permanent staff will simulate emergencies, and other exercises will systematically attempt to involve all occupants likely to be involved in an emergency incident.


**All staff and students:** must participate in skill retention activities on a term basis or as otherwise directed by ELT.

**Extinguisher Training:** where first-attack firefighting is included in the emergency response procedures, specific occupants shall attend a skills retention activity in first-attack firefighting at intervals not greater than 2 years.

**OSHC and Early Learning Centre:** Certified Supervisors are upskilled to the role of Chief Warden and/or Deputy Chief Warden to cover for out of core day hours of operation.

## 10.3 STUDENTS AND STAFF WITH SPECIAL NEEDS

Children and staff who have special needs may need additional assistance in an emergency.

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## 10.4 PARENT/CAREGIVER COMMUNICATION

In the event of an emergency parent/contact information will need to be accessible. This will be done externally using the Schools MAZE or iWise software.

Emergency SMS messaging can be activated, sending an automated message to parents/caregivers in the event of an emergency. A separate procedure details this process and the wordings to be used.

Following the termly test/drill process, a Skoolbag post is sent out to advise all parents/caregivers.

## 10.5 SIGNAGE & MAPS

Each room across the school displays an evacuation map, detailing the most practicable evacuation route to take to reach the marshalling point.

The fence line along Pier St (Braested Oval) displays Year Level signage, to assist classes to remain in an orderly arrangement during an evacuation.

## 10.6 POST-EMERGENCY RECORD

It is important to keep a record of emergency incidents so as to identify actions taken during an emergency and to review those actions during an incidents debrief. A record of the incident will be completed by Human Resources and cover, Facility Name, Emergency Event, Time and Date, Description and Details of Emergency, Immediate Actions Taken, Key Actions Taken, Issues. A report will be provided to ELT.

## 10.7 OUT OF CORE HOURS EMERGENCY PROCEDURE

During the School Term from 7.45am to 5.00pm there is always a member of the Executive Leadership Team (ELT) on site who can fulfil the role of Chief/Deputy Chief Warden. All staff have been trained in the SPW Emergency Procedures.

After Core Hours (Monday to Friday 7.00-7.45 and 5.00pm – 6.30pm)

After Core Hours during the School Term designated ELC and OSHC staff have received training to act as the Chief/Deputy Chief Warden and execute the SPW Emergency Procedures. ELC and OSHC staff on-site during these time have access to the Law Smith building to sound the emergency signals.

Vacation Periods

During vacation periods there is a member of the ELT on site who can fulfil the role of Chief/Deputy Chief Warden during the following core hours: Monday to Friday 9.00am - 4.00pm. Outside of these hours, Monday to Friday 7.30am - 9.00am and 4.00pm - 6.30pm, ELC and OSHC staff have received training to act as the Chief/Deputy Chief Warden and execute the SPW Emergency Procedures. ELC and OSHC staff on-site during these time have access to the Law Smith building to sound the emergency signals.

## 11 FURTHER INFORMATION

Further information regarding this policy is available from any member of the Executive Leadership Team.

### Relevant Legislation

Education and Early Childhood Services (registration and Standard) Act 2011

Work Health and Safety Act 2012


Emergency Management Act 2004

Australia Standard 3745-2010 Planning for Emergencies in Facilities

### Related Policies

SPW-03 POLICY – Critical Incident

SPW-05 POLICY – First Aid, Injury, Illness, & Medications

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## Related Procedures & Standard Operating Procedures


EMERGENCY PROCEDURES – RED FOLDER located in:

- Chief Warden                      located in Chief Warden's Office
- OSHC                                located in the OSHC building
- Administration                located in Front Office, next to alarm equipment
- Early Learning Centre        located in the ELC staff lounge

TRT Folders  
 SPW Student Diary  
 Staff Induction  
 Relief Staff Induction  
 Student Teacher Information  
 Work Experience Information  
 Volunteer Information  
 Contractor Induction – No Duty of Care  
 Contractor Induction – Duty of Care  
 Contractor Induction – Not working with Students  
 Visitor Induction – Incursion  
 Staff Flipbook

<b>PRINCIPAL</b> ( <i>Signature</i> )	<b>DATE</b>



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## APPENDIX – EMERGENCY CONTACT LIST

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### EMERGENCY SERVICES

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FIRE	000
POLICE	000
AMBULANCE	000
SES (State Emergency Service)	132 500
POISON INFORMATION CENTRE	131 126

### UTILITIES

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UTILITIES SA POWER NETWORKS	131 366
SA WATER	1300 883 121
ORIGIN GAS	1800 808 526
WATER EMERGENCIES	1300 883 12

### KEY STAFF CONTACTS - AUTHORITY

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CHIEF WARDEN	Simon Theel	xtn 232 or 0408 081 347
DEPUTY CHIEF WARDEN	Amanda Kelly	xtn 275 or 0412 950 044
CHIEF MARSHALL	Christopher Prance	xtn 201 or (08) 8295 4317
AFTER HOURS CONTACT	David Brock	0420 335 148

### SECURITY

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LYNX SECURITY SERVICES	(08) 8347 0216
FIRE SYSTEM CHUBB	131 598
ALARMNET (Monitoring)	(08) 8281 2288