

# Emergency Management & Safety

## Policy Scope

This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

The physical address of the campus is 26 Brewster Road, Collingwood Heights, Albany.

## Policy

The safety of students is the foremost concern of the college in the event of an emergency. The college will have procedures in place to minimise risk in the event of an emergency.

The purpose of this policy is to ensure that teachers act in the interest of students in the event of an emergency. Teacher staff should ensure that they have familiarity with the policies and the procedures within the context of their own classroom.

## Critical Incidents

1. A critical incident is defined as:
  - a. circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
  - b. incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
  - c. death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school or through a related school-based activity or circumstance.
2. The Principal must report the critical incident must be reported within 48 hours of the incident occurring
3. The Principal must use the Online Incident Notification System (OINS)
4. A critical incident must be reported to:
  - a. Chairperson of the School Board of ACC Southlands Ltd
  - b. Minister for Education through DES

## Communication with the media

1. No member of staff is allowed to communicate to the media or express personal views through social media outlets.
2. The Principal is the only authorised point of contact for all media enquiries. All requests for information must be referred to the Principal.

## Catastrophic weather warning

1. The college will receive advice from the relevant state authority on the impact of severe weather on the college.
2. Parents will be advised either by letter, the college website, phone, or SMS regarding the impact on the college.
3. The Principal or their delegate will be responsible for assessing the college site for normal use after the catastrophic weather warning has finished.

### **Planning of offsite activities at risk of bushfires**

1. Please refer to the Risk Assessment & Offsite Activity Policy for information relating to the risk of bushfires.

### **Review of flammable materials on the school property and emergency access**

1. The Principal will ensure that a schedule is in place for the removal of materials that may be easily ignited and that flammable materials are safely stored.
2. The Principal will ensure that building exits are clearly marked and free from obstruction.
3. The Principal will ensure that there is a clearly designated assembly point and access for emergency vehicles.

### **Emergency Management Plan**

#### **Bushfires**

1. The designated safe refuge is to be the Albany Town Centre.
2. The college will maintain a state of readiness by removing rubbish and keeping fuel away from buildings.
3. The college will receive advice from the relevant state authority on the impact of active bushfires on the college.
4. An administration team member will check the Department of Fire & Emergency Services website and scan the horizon for signs of smoke.
5. In the event of a DFS warning for the site the college is to evacuate to the safe refuge.
6. Parents will be advised through letter, the college website, phone and or SMS as to the impact on the college.
7. The Principal or their delegate will be responsible for assessing the college site for normal use after the bushfire has finished.
8. The Principal will inform the school board

#### **Safe Refuge & Notifications**

1. The designated safe refuge is to be the Albany Town Centre.
2. The college will maintain a state of readiness by removing rubbish and keeping fuel away from buildings.
3. The college will receive advice from the relevant state authority on the impact of active bushfires on the college.
4. An administration team member will check the Department of Fire & Emergency Services website and scan the horizon for signs of smoke.
5. In the event of a DFS warning for the site the college is to evacuate to the safe refuge.
6. Parents will be advised through letter, the college website, phone and or SMS as to the impact on the college.
7. The Principal or their delegate will be responsible for assessing the college site for normal use after the bushfire has finished
8. The Principal will inform the school board

#### **Lockdown**

1. The teacher will lock the door
2. The teacher will close all of the windows
3. The teacher will take the class roll
4. The teacher will instruct the students to calmly and quietly wait for an all clear signal

5. The Principal will inform the school board

**Policy Review**

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

**Policy Version**

4.0