



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

POLICY TITLE: EMERGENCY MANAGEMENT POLICY

BOARD APPROVAL DATE: 15 June 2010

SIGNED BY CHAIR:

BOARD REVIEW DATE:

OVERVIEW:

Rockingham Montessori School is responsible for anticipating, managing and planning for emergency situations that may cause harm or injury to any person, damage to property or disruption to any day to day school activity.

The School has a duty of care to provide a safe and healthy environment. Emergency situations arise suddenly and can have consequences to life, property and school activities.

The School is responsible for

- Preventing injury, death or property damage.
- Ensuring the orderly restoration of normal school activities in the shortest time with minimal disruption after an emergency situation has been resolved.
- Planning fully for an emergency and practicing a response.

PRINCIPLES:

Rockingham Montessori School is committed to ensuring the safety, health and wellbeing of its students, staff and the school community.

Effective emergency management will involve coordinated actions based on line management principles and designated responsibilities.

This will:

- reduce the likelihood of emergencies and critical incidents;
- minimise the impact on students, staff and site activities; and
- facilitate the return of the School to normal operations as soon as possible.

MAJOR RISK FACTORS IDENTIFIED

- The Schools proximity to Rockingham Beach – a risk of severe storms at school.

- The Schools proximity to the Kwinana heavy industrial area - risk of exposure to hazardous chemicals should a major incident occur in the area.
- The Schools proximity to Patterson Road, a major arterial road - risk of exposure to motor vehicle accidents, chemical spills and fire.
- The School is relatively isolated, with no subdivision nearby. The nearest Police Station is located approximately 3 kilometres away.
- Medical emergency with respect to an individual or group of students/staff
- General risk of fire or earthquake
- Risk of violent intruder

The School population is approximately 90 students and 10 Staff members. Each Director/classroom has a class roll which is always at hand.

LEVELS OF RESPONSIBILITY

School Board :

Responsible for:

- Developing, adopting and maintaining the policy
- Ensuring that all measures have been adopted by the Teacher in Charge and staff, and that the policy is in place
- Ensuring that the development of the Emergency Policy and Emergency Procedure follow a participative and consultative approach and address the four primary aspects of Prevention, Preparation, Response and Recovery
- Ensuring that the Emergency Policy is reviewed annually

Teacher in Charge:

Responsible for:

- Duty of care
- Assessing when the School is not safe
- Maintaining an appropriate degree of control throughout an incident
- Ensuring a rapid, cohesive and coordinated response
- Ensuring the Emergency Procedure is communicated to the whole school community
- Ensuring there are appropriate organisational systems to allow prompt and effective response to a crisis situation
- Establishing a system whereby all persons on the school grounds are registered with the office at all times
- Ensuring that vital school records are stored together and removed from the School in an evacuation
- Establishing an Emergency Management Team under the Teacher in Charge's leadership
- Maintaining equipment eg. Fire extinguishers
- Coordinating frequent evacuation drills
- Ensuring attendance records are current and readily accessible
- Establishing and maintaining liaison with appropriate community organisations (eg. Police, Fire, Hospital, SES, Counselling services) that may be involved in a response to a crisis situation
- Ensuring that a comprehensive emergency management training program is in place for all staff particularly those in leadership roles
- Ensuring that any new staff are trained in the procedures
- Remaining up to date with current research and developments in emergency management

- Ensuring that staff police clearances are maintained in administration/staff files
- Ensuring that volunteer declarations of police clearance are maintained in administration files
- Continual monitoring of and managing the traumatic effects of crisis situations both in the short and longer terms
- Ensuring that adequate and appropriate measures are in place for the whole school community to manage the response to traumatic events
- Establishing an Emergency Response Plan Checklist
- Ensuring that the floor plan of the School is current, including all access routes, exits and assembly areas

The Staff:

Responsible for:

- Duty of care
- Attending all comprehensive training programs
- Ensuring that attendance records are current and readily accessible
- Continual monitoring of the traumatic effects of crisis situations both in the short and longer terms
- Reporting of all potential hazards identified in their particular area so that they can be managed before an emergency situation can develop

The Occupational Health and Safety Representative:

Responsible for:

- Ensuring that a Emergency Procedure is in place
- Ensuring that the Emergency and Evacuation Procedures are current
- Liaising with the Teacher in Charge in ensuring that there are appropriate organisational systems to allow a prompt and effective response to a crisis situation
- Assisting in establishing an Emergency Management Team under the Teacher in Charge's leadership
- Liaising with the School Board and the Teacher in Charge

The School Community:

Responsible for:

- Notifying the Teacher in Charge immediately of any danger
- Treating all threats as serious until proven otherwise

PROCEDURE

The School will utilise an 'All Hazards Approach to Emergency Management', incorporating Prevention, Preparedness, Response and Recovery strategies.

Prevention

All members of the School community (Staff, children, parents) will act in a way to minimise the risks of emergencies occurring.

Preparedness

The School Board will develop an Emergency Management Policy and Evacuation Procedure. This policy and procedure will be communicated to all staff. Key staff will be trained in managing emergency situations. The policy and procedure will be tested and modified as necessary.

Response

All emergencies and critical incidents in the School must be handled promptly, by considering the following:

Assess:

- Student safety
- Staff safety
- Community safety
- Danger to property
- Need for emergency services

Evacuate:

- WHO? All persons in danger or likely to be in danger
- WHERE? To designated 'Safe Area'
- HOW? As per the Evacuation Policy

Inform:

- Teacher in Charge
- Teachers, Teachers Assistants and non-teaching staff
- Parents and Volunteers
- Community members
- Other schools and relevant agencies

Organise:

- Support
- Resources
- Notices/statements

Undertake:

- Recovery
- Review

Specific procedures have been developed for response to specific high risk incidents.

Recovery

The Teacher in Charge will initiate recovery post an emergency or critical incident, and be responsible for reviewing and updating the policy and procedure.

Table of Procedure in the Event of an Emergency or Critical Incident

Note; In the event of the Teacher in Charge being off-site, the Cycle One Education Coordinator assumes responsibility for the implementation of the procedure.

The Process	Coordinated By	When
Contact relevant emergency service	TIC	Immediately
Administer First Aid when appropriate	TIC	Immediately
Remove children from scene to 'Safe Area'	TIC and Teachers	Immediately
Take appropriate safety precautions eg. Cut power, turn off gas	TIC	Immediately
Ensure accident site remains undisturbed	TIC	Immediately
Make direct contact with family/families involved	TIC	Immediately
Contact District Office	TIC	Immediately
Contact the Chair of the School Board	TIC	Immediately
Record details of event eg. witnesses	TIC	Immediately
Inform all staff of known facts	TIC	Immediately
Contact OSH Representative who then contacts SSTUWA	TIC	ASAP
Delegate a staff member to manage enquires and brief the staff member. Media enquiries directed to the TIC.	TIC	ASAP
Make direct contact with families of affected students	TIC/delegate	ASAP
Prepare written information for parents and media	TIC	ASAP
Meet and brief School psychologist	TIC	ASAP
Debrief and plan for next day	All staff	End of day
Provide information to staff and parents	TIC	Continuing
Maintain record of the actions following the event, including operational debrief,	TIC	Continuing

incident report		
Review and modify the emergency management policy and procedure	TIC, all staff, School Board representative	Some time later

APPENDICES

1. Emergency Support Services and Contact Numbers
2. Hazard Management Agencies

RELATED DOCUMENTS:

Evacuation Procedure
Duty of Care and Risk Management Policy
Child Protection Policy
Bomb/Terrorist Threat Policy
Medical – Emergency Action Policy
Excursions/Incursions/Camps Policy

SOURCE DOCUMENTS:

Rockingham Senior High School, Emergency Management Plan
Perth Montessori School, Emergency Management Policy
Montessori Australia Foundation, Crisis Procedure
Beehive Montessori School, Emergency Policy