

Emergency Response

The Hazard – Emergency Incident

A critical incident is an emergency situation that usually involves an abnormal and sudden occurrence such as a fire, explosion, a chemical leak, a bomb threat or terrorist attack that is dangerous or potentially dangerous to life, property or the environment. The incident may occur at the school or through a related school-based activity or circumstance.

Emergency incidents are a specific type of business continuity disruption event, that not only usually disrupt normal school operations and activities, they also pose immediate and significant danger to life, property and/or the environment.

St Francis School's Policy

St Francis is committed to providing a safe working environment for all our workers, students, visitors and guests.

How we respond to an emergency incident will depend largely on its size, nature and complexity.

It is our policy to:

- Identify potential emergency incident situations;
- Conduct regular internal risk assessments with respect to those emergency incidents;
- Develop appropriate response plans;
- Create an Emergency Management Team (EMT) trained to deal with emergency incidents; and
- Regularly test the overall effectiveness of our risk management and critical response procedures.

By identifying potential emergency incident situations, risk assessing them, implementing preventative measures and planning our response, St Francis seeks to gain control over such situations so as to ensure, that if they do occur, the best possible help is available in a timely manner.

St Francis School's Risk Assessment Procedures

St Francis has developed a Enterprise Risk Management Program based on the International Standard ISO 31000 as well as a detailed Occupational Health & Safety Program.

St Francis School's Occupational Health & Safety Program sets out our risk assessment procedures for safety hazards.

Using these procedures we identify emergency incidents that we believe may potentially occur, assess the risks relating to these incidents in terms of the likelihood of the incident occurring and the potential consequences should the incident in fact occur, and develop controls and responses based upon our risk assessments.

All risk assessments with respect to emergency incidents are recorded utilising our CompliSpace Assurance Software. These are subject to regular review and may change from time to time.

Refer to the Principal, who is responsible for managing our risk program, for information with respect to current risk assessments of potential critical incidents.

St Francis will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

Preventing Emergencies from Occurring

As far as practicably possible St Francis seeks to prevent Emergency incidents from occurring and to minimise the potential impact of these events.

To this end, St Francis has developed policies and procedures that are specifically targeted towards prevention of emergency incidents. Examples of such policies include our Fire Safety Policy and Allergy Awareness Policy.

Three Stage Emergency Response Process

Because emergency incidents come in various forms and sizes it will not always be possible to predict the exact nature of the situation that we may have to deal with, nor is it possible to accurately predict the best way in which we should respond.

For this reason when responding to emergency incidents it is useful to think in terms of three stages of response:

Stage 1: Emergency Response

This is the initial response to a disruption which usually involves the removal or protection of people and property from immediate harm. Examples of emergency responses are the development of structured Evacuation Procedures and Lockdown Procedures.

Stage 2: Continuity Response

The Continuity Response commences once the initial emergency response (if any) has been completed. The continuity response involves re-establishing minimum acceptable levels of processes, controls and resources to ensure that St Francis continues to meet its critical operational objectives. Our Emergency Response Communications Policy provides a good example of a continuity response.

Stage 3: Stabilisation Response

Finally once we have re-established minimum acceptable levels of processes, controls and resources to ensure that St Francis continues to meet its critical operational objectives we may need to implement procedures that are designed to stabilise the school environment and return operations to normal over a period of time.

An example of a stabilisation response is our Emergency Management Policy which may be utilised to provide ongoing support to members of the school community when dealing with the aftermath of an emergency.

Emergency Management Team (EMT)

St Francis has established an Emergency Management Team (EMT) whose responsibility it is to:

- Make an initial assessment of an incident and support any individuals involved in the initial emergency response;
- Determine and implement the most appropriate additional response strategies;
- Ensure staff welfare and support;
- Investigate the cause and nature of the incident and assess its impact on business operations;
- Determine and implement the most appropriate communications strategy; and
- Activate any response plans.

For more details of the EMT refer to our Emergency Management Team & Response Procedures.

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Summary of Key Emergencies & our Response Plans

A list of critical incidents that we have identified, together with the incident prevention and response plans we have developed are set out below.

This list may not be definitive. If you identify a risk that you believe we should add to this list please Report the Risk immediately.

Emergency Responses

Emergency Management Team & Response Procedures

Accident/Incident (Life Threatening)

Accident Management Policy

First Aid Policy

Armed Robbery & Cash Handling

Armed Robbery & Cash Handling Procedures

Anaphylactic Shock

Allergy Awareness Policy

Management of Students at Risk of Anaphylaxis Policy

Medication Administration Policy

Accident Management Policy

Bomb Threat

Threats Received Policy

Evacuation Procedures

Chemical Spill (Major)

Chemical Spills Policy

Fire (in School Building)

Fire Safety Policy

Evacuation Procedures

Hostage Situation/Gunman on School Grounds

Hostage Situation/Siege Policy

Lockdown Procedures

Evacuation Procedures

Critical Incident Management Policy

Storm

Storm Management Policy

Lockdown Procedures

Suicide (of Student or Teacher)

Self Harming Behaviours Policy

Critical Incident Policy

Suspicious Object Found On School Grounds

Suspicious Objects on Grounds Policy

Evacuation Procedures

Terrorist Attack

Lockdown Procedures

Violent Intruder on Grounds Policy

Evacuation Procedures

Lockdown Procedures

Critical Incident Policy

Evacuation Procedures

Violent Intruder on Grounds

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Workers' Responsibility

All workers are responsible to ensure:

Participation in emergency response training as required;

Cooperation in carrying out their duties in an emergency situation;

Prompt action is taken to secure or isolate any hazardous situation in an emergency if this can be done so without placing themselves or other workers at risk; and

Immediately report any emergency to their Principal/leadership team.

Signage

There is a wide range of signage that may be used to assist in the prevention and or response to a particular emergency situation. This signage is referred to in the policies that relate to each type of incident.

Emergency contact numbers as well as details of members of the EMT are displayed in strategic locations around the school.

Implementation

This policy is implemented through a combination of:

Risk management identification and assessment procedures;

The development of incident specific policies and procedures;

Establishment of an Emergency Management Team

Staff training;

Effective incident notification and response procedures; and

Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy, St Francis may take disciplinary action.



St Francis Primary School Nathalia

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Related Policies

Accident Management
Allergy Awareness Policy
Armed Robbery & Cash Handling Procedures
Chemical Spills Policy
Emergency Communications Strategy Guidelines
Emergency Management Team & Response Procedures
Critical Incident Policy
Evacuation Procedures
Fire Safety Policy
First Aid Policy
Hostage Situation/Siege Policy
Lockdown Procedures
Management of Students at Risk of Anaphylaxis Policy
Medication Administration Policy
Self-Harming Behaviours Policy
Storm Management Policy
Suspicious Object on Grounds Policy
Threats Received Policy
Violent Intruder on Grounds Policy

St. Francis Primary School
Tools
School Overview
School Governance
Occupational Health & Safety
OHS Program
OHS & Injury Management Reporting
Work Safe Policies & Control Plans
Short Form Policy Statements
OHS Documents & Signage
Safety Data Sheets (SDS)
Human Resources
Student Duty of Care
Child Protection Program
Student Guidelines
Early Education NQF
Staff Information
School Systems & Procedures
School Support Groups
SCEC Policies
Staff Learning System (SLS)



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REVIEW

St Francis Primary School is committed to the continuous improvement of our Child Protection Program. In accordance with our Continuous Improvement and Review Policy this Policy is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

Date Created – 2017

Date Reviewed – 2020

Next Review - 2023