

Last Review Date: 2005

Next Review Date: 2008

1.1. Assumption Catholic Primary School Emergency Policy

While experiencing or witnessing highly traumatic events is still uncommon, it is clear that the frequency of such events is growing. Consequently, the risks faced by students, staff and the broader school community are also growing. Such events can impact considerably on the psychological well-being of students, staff and families having an adverse influence in areas such as learning, occupational performance and family interactions. Assumption Catholic Primary School is concerned to reduce the traumatic effects of emergency situations both in the short and longer terms, and shall ensure that adequate and appropriate measures are in place to manage the response to traumatic events, or emergency situations.

1. Assumption Catholic Primary School shall establish a comprehensive and integrated Emergency Management Manual and ensure that this is communicated to the whole school community.
2. Assumption Catholic Primary School shall ensure that there are appropriate organisational systems to allow prompt and effective response to an emergency situation.
3. Assumption Catholic Primary School shall establish and maintain liaison with appropriate community organisations (e.g. Police, FESA, hospital, counselling services etc.) that may be involved in a response to an emergency situation.
4. Assumption Catholic Primary School shall ensure that a comprehensive training program is in place for all staff, particularly those in leadership roles.
5. Assumption Catholic Primary School shall ensure that all students, staff and families have appropriate support, counselling and debriefing programs available to them should an emergency occur in the context of school activities or where such event has significant impact upon Assumption Catholic Primary School community.
6. Assumption Catholic Primary School shall establish an Emergency Management Team under the leadership of the Principal.
7. Assumption Catholic Primary School shall ensure that the development of an Emergency Management Manual (EMM) follows a participative and consultative approach and addresses the four primary aspects of Prevention, Preparation, Response and Recovery.
8. Assumption Catholic Primary School shall ensure the appropriate evaluation of the response to any emergency; regular review and maintenance of the Emergency Management Manual (at least annually); induction of new staff to procedures; relief staff to evacuation, lockdown, and drop and tuck procedures; and shall maintain an ongoing commitment to remaining aware of current research and developments in this area.
9. One copy of the EMM is to be located in the Principal's office. A second copy is to be available in the Administration Office and available to staff. EMT members may have their own copy of the EAM.

10. Each classroom will have a "working copy", i.e. relevant pages from the EMM, readily accessible to the teacher. Similarly "working copies" are to be located in accessible positions in all buildings, i.e. library, staff room, community centre, administration block, gymnasium, canteen etc.

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Assumption Catholic Primary School

Emergency Management Policy

1.2. Media Release Policy

Assumption Catholic Primary School staff shall not release any information to family or the public unless authorised to do so by the Principal/EMTL

The Principal/EMTL is the only person authorised to act as MLO, unless the role is delegated to another EMT member by the leader.

1.3. Training Policy

Neither the Principal, nor the teaching and the administrative staff, nor Assumption Catholic Primary School community can rely on a random response to an emergency. Well-rehearsed contingency plans must be in place. In an emergency these plans must produce specific, immediate and automatic reactions. Those reactions must be instilled through frequent training and drill rehearsal, and must be so well understood that they permit instantaneous flexibility without sacrificing the essentials.

With this in mind, at the earliest opportunity following the commencement of school year, staff will receive refresher training in the school Emergency Management Manual (EMM).

During the course of the year;

1. New staff will be inducted in Assumption Catholic Primary School EMM, to insure they are familiar with procedures and responsibilities.
2. Students will be drilled in the protective "Drop and Tuck" position, i.e. kneeling head down with hands covering head.
3. Students will be instructed in safety procedures. They will be shown both the safe areas with-in each building, and the evacuation "mustering" areas.
4. Students will be instructed in the basic emergency hand signals, (refer page 74).
5. School evacuation exercise will be conducted twice yearly, as determined by the Principal.
6. A full-scale emergency exercise will be carried out bi-annually, to assess the effectiveness the procedures. After the exercise the Emergency Management Team (EMT) will conduct a thorough evaluation.

If required, the Principal will select staff to receive either first aid training, or Critical Incident Stress Debriefing training.

The EMT will receive additional training to enable the members to fulfil their function. The training will

address, procedures, specific roles and any skills required to carry out tasks more effectively.

1.4. Visitors Policy

All visitors to Assumption Catholic Primary School premises are required to sign in and wear a visitor's pass for the duration of their stay.

Visitors are required to

1. Report to the office before going elsewhere in the building or Assumption Catholic Primary School grounds.
2. Indicate the reason for their visit,
3. Sign a visitor registration book and obtain a numbered visitor pass.

1.5. Catholic Education Office (CEO)

The **CEO** Critical Incident Management Team **CIMT** representative will be notified of an emergency. The **CIMT** will provide assistance to Assumption Catholic Primary School in accordance with its own policy and procedures.

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