

# EMERGENCY MANAGEMENT

## RATIONALE

In the event of an emergency, the following of correct procedures will allow students, staff and visitors to remain calm and safe.

## PURPOSE

- To ensure the safety of all students, staff and visitors should an emergency occur.
- To minimise stress for students, staff and visitors by knowing how to respond appropriately according to the type of emergency.
- To ensure appropriate consideration, support and consultation is made.

## GUIDELINES

1. Information about Emergency Procedures and evacuations will be displayed in each area.
2. Efficient drills will be organised and practised regularly, at least once per term.
3. All visitors must sign in at the school office. On evacuation visitors must be checked against this list.
4. Staff and students will be familiar with the Emergency Procedures for:-
  - Fire
  - Earthquake
  - Volcanic Eruption
  - Police / Lockdown
5. The Emergency Procedures will be followed during an event.
6. The Traumatic Incidence Response Plan will be followed in the aftermath of an emergency.
7. An emergency kit will be kept in the school secretary's office for use during an emergency.

## CONCLUSION

Students, staff and visitors will remain safe, accounted for and calm during an emergency event.

**Approved** **Board of Trustees Meeting** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signature of Chairperson** \_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signature of Principal** \_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_