



Emergency Management Policy



Notes

Name of Policy: Emergency Management Policy

Year of Policy: 2018

Commencement Date: 1 January 2018

Review Date: 1 October 2018

Related Documents:

- Critical Events Policy
- Emergency and Evacuation Plans (Junior School, Sherwood Cliffs and Bonville campuses)

NESA Reference:

Registered and Accredited Individual Non-government Schools (NSW) Manual (*the RANGS Manual*), July 2017

Section: 3.6.2 Safe and Supportive Environment (Security – evacuation procedures)



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Policy Statement

Schools remain among the safest places for our students. Despite this, protecting our schools, staff and students is a priority for school communities.

Each person in the school community has a vital role to play in ensuring the safety and security of our staff, students and school properties. It is a shared responsibility that requires the commitment of everyone in the school community to:

- Create a climate within the school that values safety, and
- Be alert to any issues that may reduce safety and security.

Accepting ownership for safety is an important step in assisting the school to improve security.

The effective & efficient management of emergency incidents is critical to the safety and well-being of students, staff and school visitors, as well as being essential in minimising damage to school property.

There are two categories of emergency responses that are followed at Coffs Harbour Christian Community High School:

- **Emergency Evacuation;** and
- **Lockdown.**

The School has in place procedures that will ensure that all students, staff and visitors are removed from danger quickly and efficiently.

We aim to provide a safe & supportive environment for all students, staff and visitors to our School, irrespective of a variety of emergencies that may occur.

We pray that we will never experience an emergency situation that requires an evacuation or lockdown, but in the unlikely event of an incident requiring either response, we are committed to being equipped to deal with it efficiently to protect the safety of our students and staff.



Definitions

Duty of care

A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Emergency

Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5).

Emergency and Evacuation Plan (EEP)

A written set of instructions to assist staff to deal with incidents or situations that could pose a threat to life, health or property.

Hazard

A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.



Implementation

Incidents that may necessitate full or partial evacuation or lockdown include but may not be limited to:

- Fire; bushfire; cyclone; earthquake; flood; severe weather or storm damage
- Hazardous materials incident (chemical, biological, radioactive) or toxic emission
- Transport accident; building instability
- Bomb threat; building invasion; armed intrusion; civil disorder; terrorism

Evacuations

Our Emergency Evacuation Assembly Area is located on the basketball courts in front of the School's Administration building at the Senior School campus, and on the basketball court at the front of the Junior School campus. At the Sherwood Cliffs campus the Evacuation Assembly Area is located in the carpark outside the school boundary fence. This area is also used by the residents of the rehabilitation centre.

Each classroom has its own Evacuation route to the Assembly Area that teachers and students will follow when evacuating.

Staff members are briefed on their specific responsibilities during an evacuation.

Evacuation drills are performed every year in order to ensure that staff and students know exactly what to do in an emergency.

Partial Evacuations

In the event where some students and staff need to be evacuated from school in order to get home before roads are cut by flood waters, the Principal, giving consideration to changing conditions, will determine if a partial evacuation is prudent, or whether it would be safer to keep students at school.

Specific procedures for partial evacuations are detailed in the school's Emergency and Evacuation Plans.

At the Sherwood Cliffs campus, bushfire presents seasonal risks of requiring partial or complete evacuations. Centre staff work closely with the Rural Fire Service to monitor and manage bushfire conditions and threats. Usually, enough prior warning can be given to ensure evacuations can be achieved before a direct danger to life is posed by the threat of fire.

Lockout and Lockdown

Lockout is a procedure which prevents unauthorised persons from entering the school and is used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption.

At the Junior School campus, lockout can be achieved by locking the front gate, which is the only conventional access pathway into the school. At the Sherwood Cliffs campus there is only a single school house, which can be quickly secured.



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Lockdown is a procedure used when there is an immediate threat to the school (e.g. school intruders). Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person such as the principal or an attending police officer.

Emergency Management Procedures

The following documents set out specific emergency management procedures established by this Policy:

- **Emergency and Evacuation Plan – Senior Campus**
- **Emergency and Evacuation Plan – Junior Campus**

Please note:

The Sherwood Cliffs campus will respond to emergencies as determined by the Emergency Management Plan established by the Sherwood Cliffs Rehabilitation Centre because the school is located on its property.