

**Holy Family Primary School
GOWRIE**



**CRISIS
MANAGEMENT
Policy**

(Including Evacuation and Lock Down Practices)



Crisis Management Policy

Related Policies

CE Legal Responsibilities and Authority Policy

Policy

Holy Family Primary School holds the safety and welfare of community members within the school as a high priority. All students and staff have a right to feel safe when inside the school premises. It is the responsibility of the school to ensure an environment, which is as safe as possible for all students, staff and visitors.

Holy Family sees the need to have in place a Crisis Management Policy. A crisis involving a child, children or family member of our school community is something that we as a school may need to act upon both in the short or long term as we pursue our task of developing young Christians.

The school is a major part of a child's and teacher's social system. The school's management of crisis can contribute to the assistance of all members of the school community with readjustment and acceptance.

Definitions

What constitutes a Crisis Situation?

A sudden death, death after illness, major trauma or crisis such as an accident, drowning, murder, suicide, hostage, abduction, bomb scare, terrorist threat or fire can have a major effect of the family, friends and school community of the people who knew the person/s.

The community needs to acknowledge that these situations are crises for them. **THE SCHOOL STAFF SHOULD NOT ATTEMPT TO MANAGE A CRISIS BY THEMSELVES.**

Holy Family Primary School Crisis Management Team

The Crisis Management Team will consist of the following people:

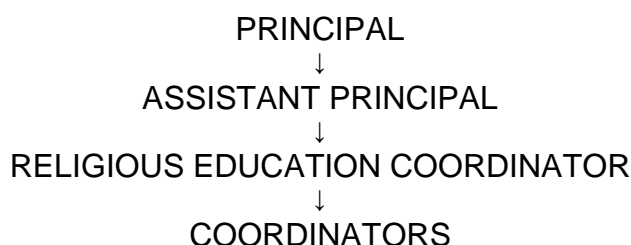
- The Principal
- The Assistant Principal
- The Parish Priest
- The Religious Education Coordinator
- The School Counsellor

Procedures

General Action Plan

The coordination team, or as many of the team who are available, need to meet immediately after the school has been informed of the crisis.

- Team leader/s take control
- Principal to verify information from the policy, family, other relevant authorities
- Principal verifies what information can be released and when
- The coordination team needs to meet immediately after the information is verified
- Contact may need to be made with a family or families if appropriate to the situation
- Front Office staff need to be advised on how to screen incoming calls. Crisis team needs to supply Front Office staff with an accurate written statement for incoming calls. (Decide if the phone needs to be left free for incoming calls)
- Allocate tasks to staff, extra playground duties throughout the day may be required
- Decide how and when the staff and students are to be informed
- Plan any changes to the timetable that the crisis may require
- If there are people in the school community reacting with physical signs of stress, contact an ambulance or staff members with a current First Aid certificate.
- Contact the Catholic Education Office to inform them of the situation
- Contact CatholiCare and/or Community Health to help the team to assist with counselling and/or debriefing of students, staff or families if required
- Media requests are to be dealt with by the Principal only
- The Principal will prepare a notice to all parents if the team decides it is necessary. This letter needs to include information on signs of distress, the school's plan and where to come for help
- The 'Chain of Command' takes effect in such situations. If someone is away, the next executive member 'steps up'.



- CatholiCare Counselling/Head Office - 6162 6100
- CatholiCare Office for the Archdiocese of Canb/Goulburn - 6295 4300

EMERGENCY EVACUATION PROCEDURE

Definitions

- **An emergency evacuation** is called when it is deemed that the safety and well-being of any member/s of the school community is under direct threat. This means that all persons are to evacuate the school buildings as quickly and safely as possible. Fire would be the most common situation however other incidents could include bomb threats, explosions, gas leaks, hostage situations or flooding.
- **An evacuation plan and map** shows all school buildings and the plan for the movement of the staff, students and visitors. It should be reviewed at the beginning of each year.
- **The Serious Incident Officer** is the person in charge of the evacuation procedure. It would in most cases be the Principal however in their absence it would be, in order, the Assistant Principal, Religious Education Coordinator and then the Coordinators.

Preparation

- A copy of the Evacuation Plan should be prominently displayed in each classroom as close to the 'exiting' door (the door the class should leave through) as possible. (See Appendix 1)
- The children are to be taught appropriate procedures and fire drills will be carried out at least once a term. The times and days for these drills will vary. At least one drill must take place during a recess / lunch break.
- The class roll should always be placed in the top drawer of the teacher's desk for easy access in the event of an evacuation.
- Heaters should always be clear of paper and furniture.
- All teachers to be issued with a whistle that is attached to their playground duty bag in cases where they need to gain the children's attention.

Procedures - During Class time

- When the fire alarm sounds (a continuous ringing) the Front Office Staff will sound the fire alarm, which is heard through the PA system.
- The front office staff will bring with them the evacuation folder and the student contact details folder.
- The Persons-In-Charge: #1 and 2 and the front office staff bring their mobile phones and a paper copy of class rolls with them.
- The Person-In-Charge #1 will unlock the gate to the netball courts.
- Teachers are to immediately collect class rolls and evacuate the children from the room, closing the door as they leave.

- Designated teachers (as per the Evacuation map) are to check the toilets of each block.
- Teachers are to walk the children out of the classroom towards the designated meeting place IN SILENCE.
- The primary designated meeting place for staff and students in buildings A, B, C, D, G and Preschool is on the Netball Courts. Person-In Charge #1 will call the evacuation roll.
- The primary designated meeting place for staff and students in buildings E, F and H will be on the school Oval. Person-In Charge #2 will call the evacuation roll.
- The secondary meeting place for all children and staff is at Gowrie Oval on the field closest to the pavilion.
- Upon arrival at the designated meeting place, children are to sit in one line per class whilst the teacher calls the roll.
- After the roll has been marked and all children are accounted for, teachers are to stand at the front of their class with the roll held in the air.
- Once they have been acknowledged by the Person-In-Charge, they are to move to the back of their class line.
- If a child is missing, the teacher will notify the Person-In-Charge.
- Person-In Charge #2 will call the evacuation roll and inform Person-In-Charge #1 immediately via mobile phone.
- If a teacher is not in their classroom when the alarm sounds, they are to make their way straight out to the assembly area and collect a paper copy of their class roll from the Person-In-Charge.
- All other staff members and visitors are to proceed by the most direct route to the netball courts. The Front Office staff will account for these staff members and visitors.
- Children in the care of Learning Support staff and Specialist teachers will be escorted by the staff to the Netball Courts/Oval and handed over to their teachers.
- All adults and children remain at their designated meeting place until dismissed by the Person-In-Charge.

Procedures - During Recess/Lunch Breaks

- All children are to be directed by the teachers on duty by the most direct and safest route to the Netball Courts.
- Children to line up as they would for an evacuation during class time.
- All staff to move immediately to the Netball Courts and collect a paper copy of their class roll from the Admin Staff.
- All other arrangements remain the same as for a normal fire drill.

LOCKDOWN PROCEDURES

Definitions

A **Lockout** is a procedure that prevents unauthorised persons from entering the school and is commonly 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.

A **Lockdown** is a procedure used when there is an immediate threat to the school. 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 police officer.

The **Designated Serious Incident Officer** is a member of the executive staff. In most cases this is the Principal. If unavailable, it would be, in order, the Assistant Principal, the Religious Education Coordinator and then the Coordinators.

Code Lockdown is where there is any kind of immediate threat to the children and staff at the school. When Lockdown is required, staff and students are required to stay in more excluded areas of the school and to stay out of view.

Students are to stay in their classrooms, move to the centre of the room and all doors and windows must be locked and blinds pulled down.

This code would be called for any reasons, for example, if the immediate threat involves a firearm or simply an estranged parent seeking unauthorised contact with a child.

Preparation

- Include all Evacuation/Lockdown procedures in staff orientation each year.
- Lockdown drills will be held in Week 5 each of each school term.
- Evacuation drills will be held in Week 7 of each school term.
- Students to be educated prior to drills as to the correct procedures and processes.
- Revise Evacuation/Lockdown procedures with all staff at least once during the year.

Procedures

Serious Incident Officer- Principal or Assistant Principal

- Check emergency
- Contact Front Office Staff to sound alarm
- Contact emergency authorities

- Monitor all access to school via front entrance, and if safe to do so, wait outside main entrance for emergency personnel.
- Provide emergency personnel on arrival floor plan of school and locations of staff and students in Code Lockdown.

Designated 'in charge' Teacher - Teacher closest to the phone

- F Block- Kinder Blue
- E Block- 2 Blue
- B Block- 5 White
- G Block- 3 Red and 3 Blue
- H Block- 4 Red
- A Block- Indonesian teacher
- ELCC- Preschool Bursar
- C Block- HF Bursar
- Library- School Librarian

The designated 'in charge' teacher will send their class into the adjoining classroom. The teacher will ensure all external doors are secure, switch off lights and close internal doors. They will collect information from teachers within the block. The teacher will then report missing children to the Front office via the internal phone and if all children are accounted for, will give the signal "... Block is secure".

Front Office Staff

- Ring police/fire brigade
- Emergency Telephone Number - 000
- In a less serious situation, ring Police Local Area Command
- Tuggeranong Station - 6256 7777
- Receive Block reports and record information on security checklist.
- Nominated Front Office staff will take a current class list to the school Hall.

Announcement of lockdown

- Upon advisement of a Lockdown situation, the Front Office Staff are to sound the alarm (continuous bell for at least 10 seconds) and advise staff over PA:
"This is a lockdown. Secure all areas. This is a Code Lockdown"
- Staff are to follow directions as per the Lockdown locations listed below.
- After checking rolls, executive staff (or nominated teachers) are to leave the Lockdown area to locate missing students.
- When advised the situation is now safe, three chimes are given and the announcement made: **"All Clear."**

Lockdown locations - during school time

Hall: classes remain where they are. Secure all external doors and internal doors. Close all blinds and move away from glass windows and doors to central hall area. In Code Lockdown, ensure all personnel are on the stage. In the event of a school assembly, the school remains in the hall.

Library: classes remain where they are. Secure all external doors. Close all windows and blinds and move away from glass windows and doors. In Code Lockdown, gather in the Server room.

A Block: classes remain where they are. Secure all external doors. Close all windows and blinds and move away from glass windows and doors. Gather in the communal area.

Blocks B, E, H & F: classes remain in own room and teachers to close all entrance doors. Secure all external doors. Close all windows and move away from glass windows and doors. Teachers on either end of block ensure all corridor external doors and smoke doors are locked. Advise designated 'in charge teacher' if a class or student is missing from the classroom.

Portables: Close and lock external doors. Ensure all windows are closed and locked. Close all classroom doors. Draw curtains. Advise designated 'in charge teacher' if a class or student is missing.

Learning Support: Teacher Assistants to remain with current class at time of Lockdown. Children with members of the Learning support are to stay with them.

Administration Block: Gather in main administration office. Secure all entry from staffroom and external access to block.

Canteen: Stay in canteen. Lock all doors and draw shutters.

Ovals: All classes are to proceed to the closest classroom.

Netball Courts / Hall: Classes to move to the stage side of the hall. Secure outside doors.

Toilets: Children in toilets are to leave the toilets and go to the nearest available classroom. The classroom teacher will inform the designated 'in charge teacher' of children arriving from toilet. The front office will inform home teachers via the internal phone or mobile phone, of children who have arrived from toilet areas to another class.

Missing children: All class teachers are to report missing children to designated 'in charge' teacher for their Block or demountable. The designated 'in charge' teacher will phone the front office to alert missing children or report the Block is secure.

If the children do not return from the toilet to the nearest classroom, the designated Serious Incident Officer (Principal or Assistant Principal) will look for them.

Janitor and Visitors: Remains in the classroom they are in when a Code is called. If out of a safe area, they are to move immediately to the nearest safe area.

Church: Front Office to contact the Presbytery to relay a message. Children and staff to remain there until contacted to move.

Lockdown locations - during recess/lunch time

All children to their classrooms. All classroom teachers to their classrooms. Support staff and specialist teachers to expedite the safe removal of children from their places of play during recess or lunch.

Missing children: The names of missing children from each Block will be reported back through the Office and checked against the completed rolls from the Hall and the sign out book. If the children do not return from the toilet to the nearest classroom, the Designated Serious Incident Officer will look for the children. Staff will need to mark absent children as away.

Administration Block: Gather in main administration office. Secure all entry from staffroom and external access to block.

Duration

If the lockdown lasts for an extended period of time or extends beyond normal school hours, the designated 'serious incident officer' should notify parents via school app alert, email, local media and with the assistance of police.

Each class is provided with a First Aid Kit to cater for medical issues.

In conjunction with local police, the designated 'serious incident officer' should arrange for parents to pick students up from school in a designated area. The Police will greet parents. The Police will keep the media away from the pick-up area.

In the event of a lockdown being called, the 'serious incident officer' will place a sign on the entrance of the school indicating that a Lockdown is in place. Parents will be asked to stay in the car park until further notice.

In the event of a Lockdown taking place during pick-up time the 'serious incident officer' will use their judgement in assessing the status of the situation. In the event that the designated 'serious incident officer' is unable to leave the school, a CEO representative will inform the parents of the situation and its progress.

Parents

In the event of a lockdown taking place, a sign will be placed on the entrance of the door informing parents that a Lockdown is in progress and as such parents will be unable to collect their children until the cessation of the Lockdown. The designated 'serious incident officer' will take all reasonable measures possible to keep parents informed of events.

Media

The Principal only, on advice from the Catholic Education Office and emergency personnel, is the only staff member who may deal with media enquiries.

Meetings to be Arranged

(As per CEO Crisis Management Policy)

Meeting of **Executive** members as soon as possible after the incident occurs – Principal or Assistant Principal to chair.

Aims:

- To provide factual information
- To prepare and distribute a statement to be read by Coordinator/REC
- To confirm management plan

Meeting with **staff** – Principal to chair –Coordinator/REC to supervise students

Aims:

- To provide factual information
- To suggest methods of handling problems arising in class
- To inform of any changes to school routine
- To assess staff capacity to cope

Meeting with **students** – class teachers in charge

Aims:

- To provide factual information
- To direct affected pupils to available support staff
- To monitor students' behaviour.

Meeting between **Executive** and **Community Support representatives** – Principal to chair

Aims:

- To agree on Community Health role
- To arrange intervention procedure
- To decide if school closure is required

Counselling

CatholiCare counsellors offer Archdiocesan school communities support and advice when dealing with critical incidents. Advice can be obtained when liaising with staff, children and parents.

References

Nil

Forms

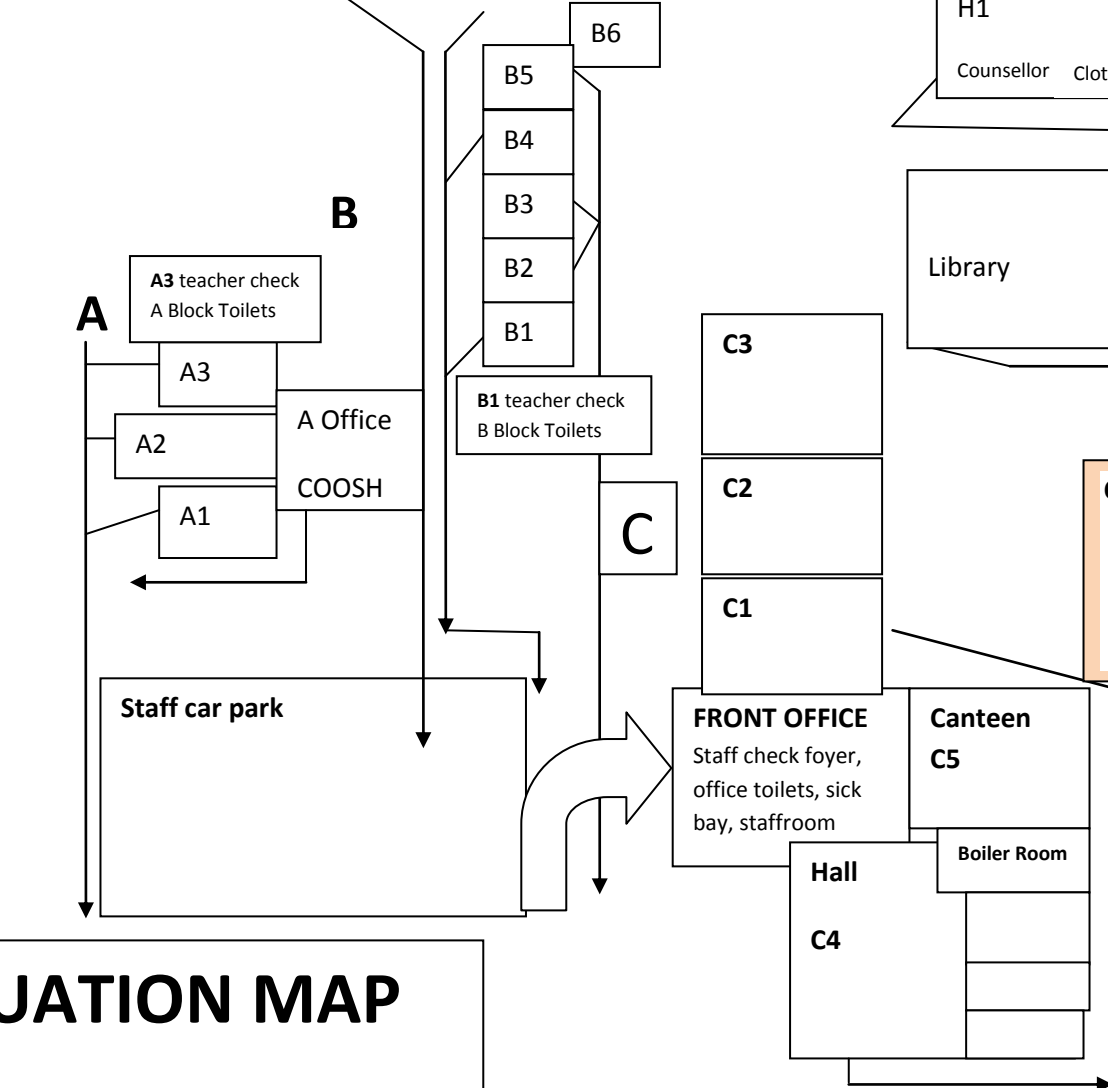
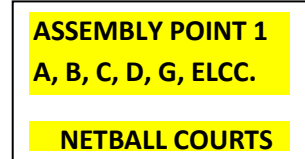
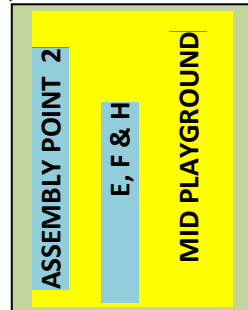
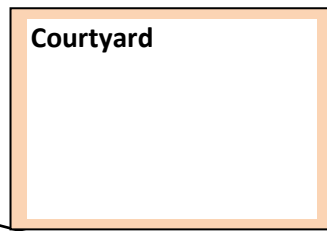
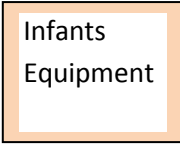
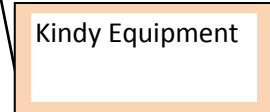
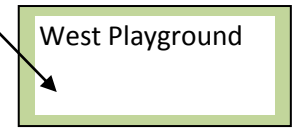
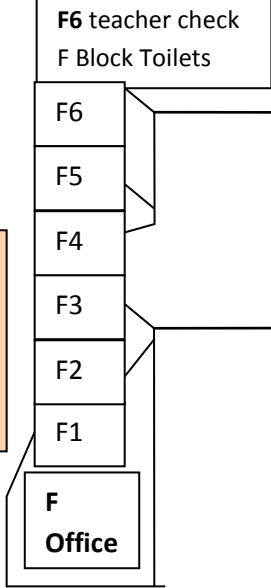
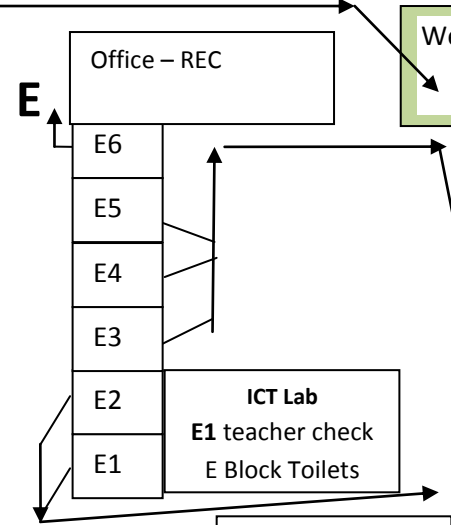
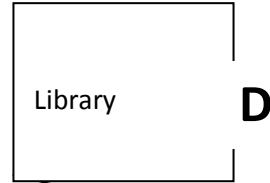
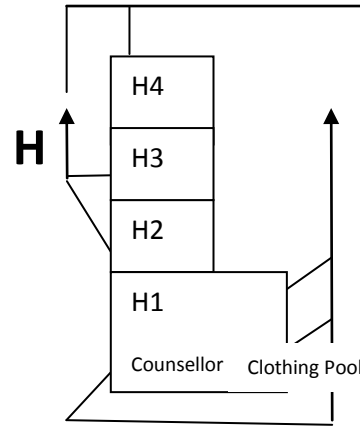
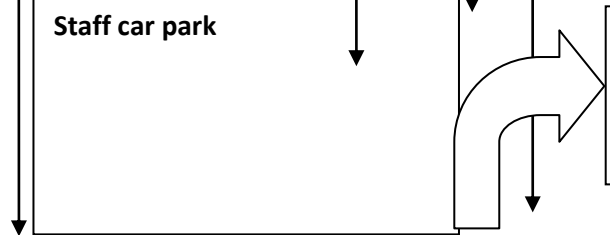
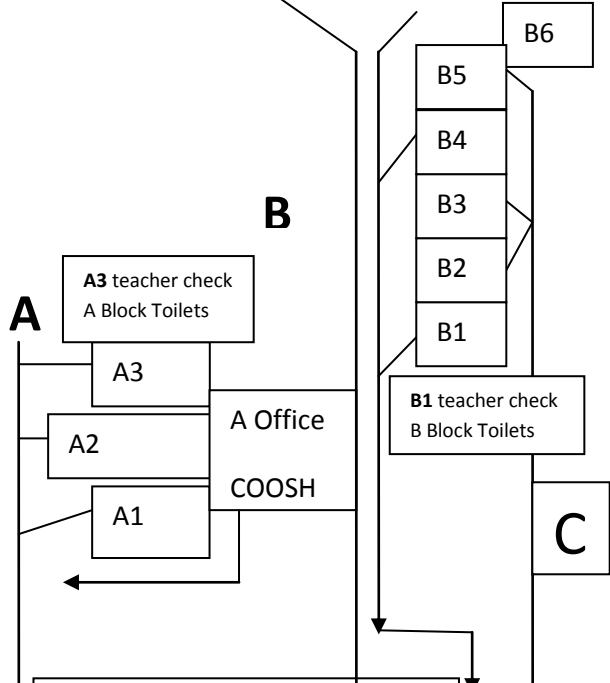
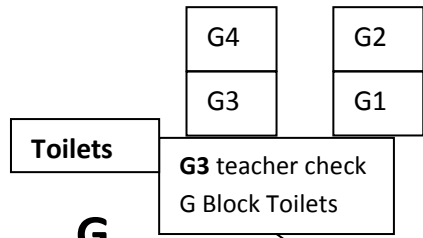
Appendix 1- Evacuation map of school

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	March 2014
School Contact Officer:	Anne-Marie Marek

Castleton Cres.

Bus Bay

EVACUATION MAP



EMERGENCY ASSEMBLY MEETING AREAS

