

RIVER CITY CHRISTIAN COLLEGE

EMERGENCY MANAGEMENT PLAN

Approved by Principal: 22/2/2021

To be Reviewed Annually - Next Due: 2022

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Attachment: Emergency & First Aid Plan

1. What's in the plan:

1.1. The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which the school will manage emergencies. It requires staff to be familiar with its contents, being routinely reminded of their responsibilities in these matters and involving students where relevant. This plan is also based on the practice of staff being alert to likely hazards and ensuring preventive measures are implemented to reduce the impact of any emergency that may occur.

An emergency includes such occurrences as a fatality, serious injury or assault, siege / hostage / firearms, disappearance or removal of students, bomb threat, collapse or major damage to building / equipment, collision, building or bush fire, fumes / spill / leak / contamination by a hazardous material, outbreak of disease, flood / wind / storm or other natural event.

1.2 The plan is intended to be flexible, having been developed to assist the school in managing emergencies ranging in nature and intensity from small scale localised incidents lasting minutes or hours, to large-scale incidents which require external assistance and which may last for several days. It identifies roles and responsibilities of staff, students and visitors during an emergency, also describing actions to be followed in the case of some specific types of emergencies.

1.3 All incidents likely to affect the safety and wellbeing of students, staff or visitors are to be reported immediately to the Principal or their delegate and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

1.4 An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to a more normal level of operation.

1.5 The plan is to be reviewed annually by the Principal and also as soon as possible after an emergency event, using that experience to determine whether the plan is adequate and ensuring any necessary improvements are made.

2. About the school:

2.1 We aim to care for all people connected with the River City Christian College community, wanting them to be safe physically, mentally, emotionally and spiritually as we operate this school in response to the love God has shown to us in Christ.

2.2 River City Christian College is located in the rural city of Echuca. It draws students from the surrounding districts including Kyabram, Tongala, Rochester, Gunbower, Moama and the local area of Echuca. The students travel to and from the school by foot, bike, private car or buses either provided by the school or the State.

2.3 The school comprises of a number of buildings, all of a substantial nature and well maintained. They are generally of a brick or steel construction with steel roofing.

2.4 The school has a student population of approximately 50 students with up to 14 staff plus visitors on site at times.

2.5 Visitors sign in and out at the school's reception area and student attendance is recorded twice daily.

2.6 The school is located in the residential Rose Street and adjacent to Rotary Park to the East, a Motel to the South and some retail businesses to the West which have Northern Highway frontages, one of those businesses being fuel station but well distanced from where the school buildings and students are. The grounds are reasonably private, surrounded by high chain mesh fencing and with a substantial gating system to its single entrance for after hours use. The grounds are partly shared with a church, independent from the school, that has a separate locked entrance.

2.7 There has been no known flood history that would impact access to or use of the property. There is a similarly low direct risk of bush fire. However, such risks could impact transport routes to and from the Echuca township and they will be addressed separately.

2.8 Echuca is well serviced with a hospital, medical staff and all emergency services. In the event of an emergency, all services could be at the school in less than ten minutes and the local CFA has our out-of-hours site access details. Building security is monitored by SECURITAS.

3. Identifying the risks:

- 3.1 The school buildings and immediate surroundings are relatively safe and well maintained. Scheduled maintenance occurs to ensure bushfire preparedness although the school is not on the Bushfire At-Risk Register.
- 3.2 The grounds used by students are generally paved or well irrigated / mown grass but none-the-less, snakes are an occasional possibility.
- 3.3 Hazardous areas of the school include two gas cylinders – one fixed unit at the rear of the property to supply a pottery kiln and one for a portable BBQ but locked away in the maintenance area.
- 3.4 The storeroom for cleaning chemicals is contained in the toilet block. The storeroom door is kept locked when not in use.
- 3.5 Evacuation or lockdown drills, or signal reminders, are held each term for staff and students, assisting them to be prepared for emergency situations.

4. The school's response:

- 4.1 Students to report any incident immediately to an adult within the school. Staff should report any emergency incident immediately to either the Principal or their delegate, the person staffing the school Reception facilitating this as needed.
- 4.2 All visitors are directed to the school's Reception where, if suitable, they are signed in or out and given a visitor's badge to wear, being escorted beyond Reception by a staff member if the needs be. Staff or students should immediately report to Reception or the Principal if an unknown or a person of concern is on the school property unescorted by a staff member or without a visitor's badge.
- 4.3 The Principal or their delegate will make an initial decision about the severity of the threat, be it internal or external. The type of threat may vary over time and may have differing processes of management or confinement.
- 4.4 All those on the school site will be alerted by means of the Evacuation or Lockdown signal being initiated by the Principal or their delegate as the needs be. Staff, students and visitors on site will follow the directions of staff as also outlined on the Emergency Procedure poster located in each room. Further instruction may be given by phone, public address system or in person by the Principal or their delegate.
- 4.5 Emergency services should be called as a matter of urgency, even if the matter is resolved by the time they arrive or they need to be cancelled if it is resolved while they are still on their way.
- 4.6 The emergency will be coordinated by the Principal or their delegate and generally managed from the Administration building or the designated evacuation area on the school basketball court. The coordination area will be protected from unnecessary interruption where necessary and it will be ensured that all information relating to the emergency (class lists, staff lists, details of visitors on site, contact details etc.) will be readily available.

4.7 Disruption to Buses:

If the Police, CFA, Echuca College based school bus coordinator, or other such authority (including by the declaring of a Code Red day in the Northern Region – Vic Emergency app being monitored during the summer) advises the school of any disruption to the running of the buses, the Principal or their delegate will act accordingly. If buses are to be stopped, at least families of all those students travelling from beyond the Echuca built up area will urgently be advised to reconsider their travel plans to school for the relevant period and arrangements made to receive and suitably care for any students where that message was not received in time or could not be complied with. Staff will remain at school with any such students until suitable return transport can be arranged. This may also include ensuring suitably agreed accommodation in Echuca overnight.

The school will have maps of the bus routes taken by its locally owned buses, together with lists (with contact numbers) of students on each bus. This information will be readily available in the school office and with the relevant bus drivers, also including the contact details for emergency services that may be required on route.

4.8 Bomb Threat:

When a bomb threat is received it is important to listen very carefully to the information being provided, recording as much as possible as the message is being received. It is important to keep the caller talking and to not hang up at the conclusion of the call. This keeps the line open and increases the possibility of tracing the caller. Then,

- Notify the Principal or their delegate and they will notify the Police on 000
- The Principal or their delegate will determine evacuation to the most appropriate open area, liaising with emergency services for any further instruction.

4.9 Hostage or siege threats:

Advise the Principal or their delegate who will contact Police on 000, also notifying other relevant staff. Confirm available facts by personal observation or by secondary information sources. Depending on the situation, there may be need to:

- Initiate a Lockdown or partially/totally evacuate the site
- Assemble staff, visitors and students in a safe place
- Co-operate and assist police.

4.10 Suicide or Attempted Suicide:

- Provide immediate First Aid as relevant
- Advise the Principal and ensure emergency services are called
- Screen the person from onlookers, clearing the area of students and visitors
- Stay with the person until the emergency services arrive
- Do not disclose details to anyone except the appropriate authorities.

4.11 Drugs:

If the use of or dealing in illegal drugs is suspected, the Principal or their delegate must be informed immediately and they will advise the Police. If the Police attend, the Principal or their delegate will be present in any interview (ideally including the relevant parent / carer) and no other comments made to parents or media by anyone other than by the Principal or their delegate.

4.12 Personal Violation:

On being informed of or witnessing any personal violation (rape, indecent exposure etc.), the Principal or their delegate must be informed immediately and they will advise the Police. If the Police attend, the Principal or their delegate will be present in any interview (ideally including the parent / carer) and no other comments made to parents or media by anyone other than by the Principal or their delegate. No investigation will occur without the involvement of or in cooperation with the Police.

4.13 Pandemic or similar:

For guidelines and information on emergency response procedures to a pandemic, advise will be followed at the time from the Department of Education and / or the Department of Health and Human Services.

4.14 If an emergency occurs during a camp or excursion and the supervising teacher needs to notify emergency services, the Principal or their delegate must also be advised as a high priority. The principal will attend the incident and take up coordinating responsibility if at all practicable. Otherwise, they will appoint another suitable person to act at the scene on behalf of the school, actively liaising with the Principal.

4.15 **A summary of matters to be considered:**

- Determine who does what, where, and how.
- Attend to the First Aid needs of the injured, including wellbeing – calming and reassuring.
- Account for all students, staff and visitors, locating any missing.
- Check damage to utility systems and appliances, shutting down services as relevant
- Seal off and indicate areas where hazards remain.
- Anticipate an influx of concerned parents, caregivers and others looking for information. The Principal or their delegate will coordinate all communication.
- Keep records of students/staff/visitors released to parents/caregivers or other authorised persons, not releasing anyone alone unless significant confidence exists it is safe to do so.
- Keep records of what happened and when, preserving evidence where possible.

5. Roles and responsibilities:

5.1 The Principal or their delegate will coordinate the school's response to an emergency. Such a person will always be present on the school site during normal school hours or readily be able to be contacted through the school's reception staff. As such they are responsible for:

- Notification of and liaison with emergency services
- Alerting staff and students about the emergency
- Making decisions and liaising with staff to ensure the safety of staff, students and visitors.
- Delegation of duties to staff / other adults as required
- Ongoing communication with staff, students, parents and the media
- The overseeing of student and staff welfare
- Arranging a return to normal classes or dismissal of students
- Remaining readily available for all those connected with the emergency while also ensuring they receive the care they may need themselves.

This does not prevent anyone taking action to minimise the nature of the emergency such as using a fire extinguisher, administering first aid, etc. however the safety, care and supervision of the students will be the first priority for class teachers. If a teacher is directed by the Principal or their delegate to perform a task that prevents effective supervision being maintained, it is the teacher's responsibility to arrange alternative supervision before engaging in other tasks.

5.2 Staff members shall heed only those communications that come from the Principal or their delegate, or which are clearly presented as originating from them. Clarity of lines of communication and authority structures can be critical for safety at such a time although, where possible, the Principal or their delegate will aim to seek the wise and Godly counsel of others. The responsibility for staff, students and visitors remains with the Principal or their delegate even when emergency services personnel are involved in an incident.

6. Communication and care considerations:

- In the case of an emergency or a reported emergency, that a reasonable person may consider impacts the school or its students, parents and carers will be called / texted to advise them of the actual situation as soon as practicable. Similar information should be given to the Chairperson of the school Board.
- An information centre will be established to communicate with parents who arrive at the school. Normally this will be in the school Reception area. In the event that the media contact the school, they should be directed to the Principal or their delegate.
- The school site provides a variety of safe refuges in the midst of a range of possibly threatening circumstances where students, staff and visitors could remain until the danger is suitably reduced. If this needs to be the case, consideration regarding food, water, toilet and other personal / hygiene / wellbeing / protection needs must be considered, seeking the support from the wider community as needed.
- Students, staff and visitors with additional care / support needs will be identified early and provided with extra support / priority in evacuation, lockdown and general care as the event proceeds. This may include the very young and those with a disability.
- During a crisis, parents may be advised not to try and collect children from the school due to risks in transit. No students are to leave the school area with a parent or other adult unless the Principal or their delegate has given specific authorisation to do so and they are signed out by their agreed parent or carer.
- Where a significant delay is expected on a normal school bus route due to an emergency, parents will be suitably notified and a number provided for them to contact the College for updates. If bus drivers encounter a significant danger or emergency on route, they will seek a safe refuge for their passengers and themselves. Students will not be left at bus stops when there seems to be potential danger unless their agreed parent or carer is there to collect them.

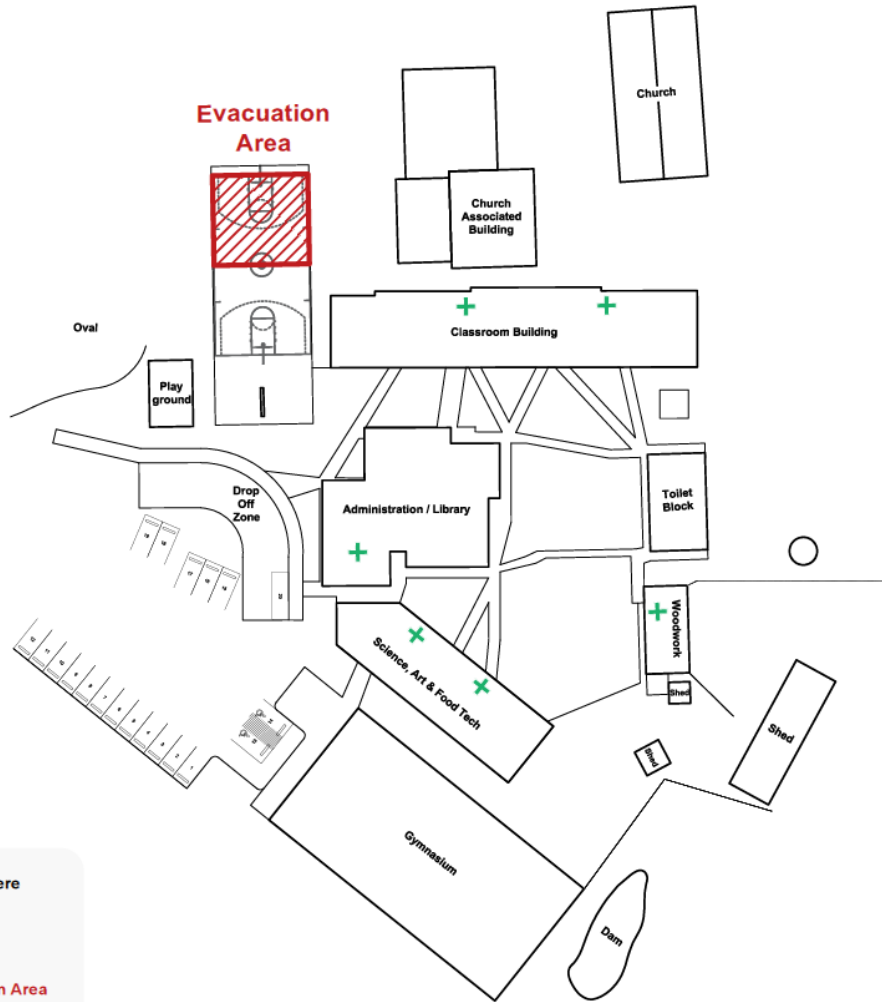
- Serious injuries or death – Police and/or Medical staff will normally be involved before communication with next of kin occurs and their support / involvement is advisable. In most cases such contacting should be done in person and should not be done by the appointed school representative alone. Where a staff member or student is taken away by ambulance, and where appropriate, a staff member should accompany the injured person until the arrival of a family member. Where injuries appear to be grave, the appointed school representative should not make such claims over the phone, but may wish to advise that injury appears serious and that the next of kin should promptly make their way to the hospital.

7. Supporting those affected:

The Principal or their delegate will convene a recovery management group when staff or students have been traumatised or are likely to suffer long-term effects as a result of their exposure to an emergency. The group, which may include staff (including school leader of pastoral care if available), students, parents and accredited support personnel as relevant, will be responsible for the development and implementation of recovery / healing actions for those affected, including themselves.

9. Related policies:

- Child Safe Policy
- Excursion, Incursion & Camp Policy
- First Aid Policy
- Mandatory Reporting & Reportable Conduct Policy
- Risk Management Policy



Legend

- You are Here
- + First Aid
- Evacuation Area

EMERGENCY & FIRST AID PLAN

Emergency Procedure

River City Christian College
 29 Rose St, Echuca, Victoria, 3564
 Phone (03) 5482 4594
Nearest cross street is Northern Highway & Rose Street.

In an Emergency, phone 000 for Fire, Police or Ambulance

School Siren
 If the school siren goes up and down, the buildings must be evacuated.
 If the school siren stays on the same note, the school must go into lockdown mode.

Evacuation (siren goes up and down)
 Staff line students in single file at exit doorway. If safe to do so, close windows and doors, turn heaters and lights off. Take class attendance roll. Using the safest route, take students directly to evacuation area (basketball court unless specified otherwise) and record attendance. Front office staff (or other relevant staff member) to contact Emergency Services (from office if safe to do so – otherwise use mobile phone), take sign-in book and school mobile phone to evacuation area, and check that all people recorded in sign-in book and all staff are present. The Principal or representative will then assess situation, check that all areas have been evacuated and give further directions according to safety needs.

Lockdown (siren stays on same note)
 All activity should stop, and any person outside should immediately move to the nearest lockable building or room using the safest route. Draw blinds if suitable, lock exits and close windows if safe to do so. Move away from windows and take cover under or behind furniture if possible. Staff check students against roll (if possible) and confirm all students present by phoning Front Office staff if possible. All reasonable effort is made to locate and make safe students who are isolated in other areas (such as toilets), without putting at risk other students. After locking school Administration building and taking safety precautions, Front Office staff are to notify Emergency Services. All to maintain safe positions until a reliable "All Clear" announcement cancels the lockdown.

Other emergency phone numbers

Echuca Hospital	5485 5000
Echuca Search & Rescue	5482 6510
SES	132500