

# Enkindle Village School Emergency Management Policy



## 1. Statement

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

The aim of this policy is to provide a safe environment for all, irrespective of a variety of emergencies that may occur.

This policy will be communicated to staff and students via the school website, staff induction, school meetings and regular drills.

## 2. Purpose

To articulate procedures to follow and lines of responsibility in the event of an emergency.

To provide information to emergency services so they are aware of the school's emergency procedures.

## 3. Scope

Students and staff, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements, as well as any persons located within the school grounds at the time of the emergency.

## 4. Emergency Management Implementation Guidelines

### First response – any emergency:

In the event of any emergency the following initial procedure should be followed:

1. Ensure you are in no danger
2. Assist anybody in immediate danger, without endangering yourself
3. Ensure that all staff and students are safe
4. Raise the alarm. Notify the office and ensure that emergency services are contacted.
5. Restrict the danger area
6. Refer to the procedures relevant to the incident
7. Await further instructions from the School Principal or delegate

*Where a decision is made to close the school, the principal will communicate this decision via broadcast email. Civil Authorities will be notified of the decision, and the notice of closure will be broadcast by local radio stations.*

## Register of Emergency Services

Electrical (Ergon) Faults 13 22 96

Police, Fire, Ambulance	000
Police – Aitkenvale (Stockland) Police Beat	07 4728 2220 Mon – Fri 9-5
Police: Kirwan Station (24 hours)	07 4726 1000
SES	07 4722 0000
TOWNSVILLE HOSPITAL	07 4433 1111
POISONS HOTLINE	13 11 26
JCU Security Control	07 4781 5555 or 1800 675 559

Townsville Local Disaster Management Group (1800 738 541)

<https://www.townsville.qld.gov.au/community-support/community-safety/disaster-management>

<https://www.racq.com.au/car/road-conditions#overview>

<https://selectra.com.au/energy/providers/ergonenergy/outage>

Required information when contacting emergency services:

- 1. Location:** Enkindle Village School
- 2. Address:** Building 30, 150 Angus Smith Drive, James Cook University, Douglas, 4811
- 3. Type of Incident:** (e.g., Fire, Medical Emergency, Hostage)
- 4. Persons Involved:** (number of injured, trapped, etc)
- 5. Our Phone Number:**  
School Mobile –0428 018 754  
School Principal –0482 866 584  
Other - 0408 433 243

## Emergency Management Processes

- Immediate contact with Police, Parents/Guardians, and the School Board Chair is required for each type of emergency. Whilst there are several mediums for these communications, the first at this time of process review, is by phone.
- Once the all clear is received, follow-up communications will occur and then a review of the incident-response, re-visit to the plan and update as-where required.

## Roles and Responsibilities in an Emergency

Teachers will be directed by the school principal or principal's delegate in charge during the emergency and should not initiate any action related to the emergency without the principal's or delegate in charges authorisation. This does not prevent a teacher taking action that minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury. Any staff member given a task to complete by the principal or the delegate in charge must advise the principal or the delegate in charge when it has been completed.

Teachers are to maintain familiarity with the Emergency Management Procedures and have the evacuation route maps and information readily available in the classroom.

### **1. Principal**

The principal is to coordinate activity during an emergency. In the absence of the principal, the principal's delegate or the next most senior staff member will carry out the role of the principal. One of these people will be at school at all times. The person in charge during the relevant emergency must wear a high visibility vest to assist with identification by emergency services.

### **2. Teachers**

Staff will follow the 'Classroom Action Card' and any directions given by the principal.

### **3. Students**

If students become aware of an emergency situation or hazard, they are to notify a staff member or the office immediately. If students find themselves in an emergency, they are to follow the instructions of their teacher or principal or the principal's delegate in charge. at all times.

<b>Role</b>	<b>Name</b>
<b>Chief Warden</b>	Gerard
<b>Deputy Warden</b>	Steph I
<b>Assembly Area Warden</b>	Sam Mc
<b>Communications Officer</b>	Aimie
<b>First Aid Officer</b>	Jessinta
<b>Back Up</b>	Janelle

### **Classroom Action Card**

Report of an Emergency:

1. Notify the office immediately about any emergency observed by you or your students
2. A warning signal will be made when an emergency has been reported
3. An announcement will follow the warning signal advising all what to do

Evacuation:

1. Listen for instructions to evacuate, whether to close doors and windows, and whether to turn off electrical and gas appliances
2. Take the first aid kit, individual student medication boxes, iPad with student list, medical management plans and emergency management procedures with you to the evacuation area
3. Leave the building when instructed to evacuate, in a quiet and orderly manner – never run. Check classroom and allocated areas to ensure all students and adults have evacuated.
4. Move away from the danger zone at all times. If the planned evacuation route moves you closer to the danger zone take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged

5. Evacuate to the vacant block of land directly beside the school or to Education Central (if shelter is required).

When Safely Away from the Danger Zone:

1. Check off the student list and account for all students
2. Ensure students remain together in their class group
3. Do not leave students unsupervised. If instructed by the principal or delegate in charge to complete a task, arrange for alternative supervision first
4. Immediately notify the principal, or the delegate in charge if there are any students unaccounted for

Release of Students to Parents or Other Adults:

1. Students are not to be dismissed or released to a parent/guardian or other adult without the specific authority of the principal or the delegate in charge
2. Record the name of the student, the adult, destination and time of release if the principal or the delegate in charge has authorised the release of students

## **Emergency Management Procedure**

Principal or the principal's delegate in charge

1. Assess the danger posed by the emergency:
  - a. Identify affected parts of the school
  - b. Assess likelihood of the danger spreading
  - c. Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids
2. Ensure that the appropriate emergency services are advised
3. Decide on the basis of this assessment whether evacuation is required
4. Announce the type and location of the emergency
5. Direct evacuation as required
6. Take copy of Emergency Management Procedures
7. Proceed to assembly area and liaise with staff re: evacuation
8. Advise emergency services of any further details
9. Direct staff as necessary to check any areas
10. Liaise with emergency services upon their arrival

Teachers:

1. Follow directions on the Classroom Action Card
2. Await further instructions from principal or delegate in charge

Administration Staff:

1. Follow the direction of the principal or the delegate in charge
2. Ensure that the appropriate emergency service is advised
3. Assemble all Emergency Information Records and Student Register
4. Proceed to the emergency assembly area or alternative evacuation area
5. Await further instructions

## **Evacuation Procedure**

Besides the evacuation of those students in immediate danger, evacuation should only be commenced at the direction of the principal or the delegate in charge. All students are to remain in their class groups and under adult supervision at all times.

### **Evacuation Routes:**

- All evacuations should be through the external class doors, and all students and staff should proceed to the emergency assembly area or alternative evacuation site, in an orderly fashion
- Evacuation routes should be via the safest and most direct route to the emergency assembly area or alternative evacuation area. Routes are shown on the school map

### **Student Role:**

- Look and listen and follow your teacher's instructions at all times
- Do not take anything with you (medical items excluded)

### **Teacher Role: As per the Classroom Action Card**

- Ensure the immediate safety of all students
- Remain with the class at all times
- Ensure that all students are accounted for
- When advised to evacuate, direct all students through the external classroom door and proceed to the emergency evacuation area or alternative evacuation site
- When evacuating rooms, be sure to check classroom and allocated areas prior to leaving
- Take student list and any student medications located in the room you are evacuating
- Check off the student list
- Should there be a student unaccounted for, immediately advise the principal or delegate in charge
- Await further instructions

## **Specific Emergencies**

### **Bomb Threats**

- If the threat is received by phone the person receiving the threat should record:
  - a. The time
  - b. Exact wording of the threat
  - c. Attempt to ascertain what time the bomb is set to explode
  - d. Where it is located
  - e. Any other relevant details
- The school should immediately contact the police by dialling 000
- The incoming line of the threat should be left open – i.e. do not replace the telephone receiver

- The principal or delegate in charge may exercise some discretion in assessing the seriousness of a threat following consultation with the Police. If there is any possibility of danger, appropriate evacuation should be undertaken
- School evacuations will be according to the school's Emergency Management procedure.
- Search procedures will be negotiated between the principal or the delegate in charge and the police at the site

### **Bus Accident/Breakdown**

- Enkindle will co-ordinate the emergency management
- Parents informed by phone of alternative arrangements

### **Bus Accident – Camps and Excursions**

- Mobile phone to be taken
- Excursion medical folder and First Aid kit to be taken
- Senior staff member will attend
- Contact 000

### **Tropical Cyclone**

- Tropical Cyclone Watch: *Issued if a cyclone is expected to affect coastal communities within 48 hours, but not expected within 24 hours*
  - a. Principal or the delegate in charge will advise via general email that a Cyclone Advice has been initiated and the current status of the cyclone.
  - b. Principal, teachers and managers should ensure a review of the status of the areas under their control is carried out.
- Tropical Cyclone Warning Stage: *Issued if a cyclone is affecting or is expected to affect coastal communities within 24 hours*
  - a. Notify via email that a Cyclone Warning has been issued
  - b. Where necessary the impact of a possible closure of the school, and system shutdowns should be mitigated.
  - c. Principal, teachers and managers should ensure all pre-cyclone preparations have been completed.
  - d. If the Bureau of Meteorology forecasts the likelihood of cyclonic winds affecting the area in which the school is located during or soon after school operating hours, a decision to close the school will be made by the principal or delegate in charge at the earliest opportunity.
  - e. The decision to close the school will be based on the following considerations: - obligations of staff and student needs in relation to closures of schools and childcare centres, children at home, elderly relatives and visitors. Environmental factors like local flooding, issues such as public transport and the requirement to take shelter will be considered.
  - f. Authority to advise staff to proceed home and to order the school closed rests with the principal or the delegate in charge.

- g. Where a decision is made to close the school the principal, will communicate this decision via broadcast email. Civil Authorities will be notified of the decision, and the notice of closure will be broadcast by local radio stations.
- All Clear: The principal or the delegate in charge will:
  - a. Assess the impact of the cyclone and take all necessary action to resume operations at the school.
  - b. The principal or the delegate in charge, based on the assessment, will make an announcement regarding the continued operation of the school.

## **Earthquake**

- As quickly as possible get all persons under desks, tables or door frames
- As soon as the tremor subsides implement appropriate evacuation procedures, and be prepared for aftershocks
- Evacuate to an area free from buildings, trees, streetlights and powerlines
- Contact 000 and SES

## **Explosion**

- Fire drill and evacuation procedures upwind may be necessary.
- Call 000 immediately and ask for fire services
- Ambulance and other emergency services as required should be notified
- If injuries are sustained, first aid should be given immediately, and further medical assistance sought if necessary
- Children in particular must be kept under supervision, away from the explosion area until the 'all clear' is given - external hazard e.g. bushfire, aerial sprayer, storm, siege, gunfire etc
- Normal bell rung and announcements for all students to return to classroom or other safe area
- Staff to mark student list and report absences to principal or the delegate in charge as soon as possible

## **Fire - Structures**

- Check source of fire
- Call 000 and ask for Fire services
- Raise alarm, advise principal or the delegate in charge
- Evacuate all children, as outlined in the evacuation process above, to assembly area

## **Fire – Bush/Scrub/Grass**

- Check source of fire
- Call 000 and ask for Fire
- Raise alarm, advise principal or the delegate in charge

- If outside, children are to return to their classrooms. If buildings are threatened evacuate to a safe area depending on direction of fire
- Close windows and doors
- All children are to lie on the floor below the window line
- Cover all exposed skin
- School may be advised to evacuate to an off-site location by fire authorities. Follow all instructions and stay in contact with emergency services personnel.

### **Flood**

- Flooding of drains, gutters and hollows could constitute a danger to children playing outdoors after extremely heavy rainfall
- Students are to be supervised indoors until collected by a parent / guardian and following the principal's or delegate in charges authorisation

### **Lockdown**

- Current Signal – message (about Gerry) provided by principal or delegate
- All children and staff are aware of the message
- Move to a place not visible in immediate room-vicinity
- Wait for the 'all clear' signal - message, provided by the principal or delegate.
- Communication processes (to police, parents/guardians, board) noted above to be followed.

### **Hostage / Kidnapping**

- Teachers are advised to:
  - a. Avoid upsetting the assailant in any way
  - b. Minimise contact between captors and extraneous pupils or staff
  - c. Try to maintain telephone contact
- The school will:
  - a. Notify Police 000
  - b. Evacuate unaffected classrooms. An evacuation alarm may not be suitable in a hostage situation

### **Plane Crash into Building**

- As per Fire – Structures: Plane Crash into School Grounds
- All children are to remain inside
- Raise alarm, advise principal or the delegate in charge
- Call 000
- If safe to do so render assistance to persons involved

### **Transport Accidents**

- Assess the situation
- Contact the Emergency Services
- Advise the principal or the delegate in charge

## Toxic Emissions

- Check source of emission
- Raise alarm, advise the principal or delegate in charge
- Call 000 and ask for Fire
- Evacuate all children upwind
- Keep clear of emission at all times
- Consider isolating the electricity supply and the gas supply

## Pandemic

- Assess current and ongoing hygiene measures (e.g. [handwashing](#))
- Review of school's emergency response plan
- If students cannot attend school or early childhood
  - Assess ability of school to continue to support the students' studies and assessment requirements
- If staff cannot attend school or early childhood
  - Expectations of staff (Human Resources issues)
    - Work from home
    - Leave arrangements
- Possible school closure for a period of time
  - See 1 & 2 above
  - Business continuity arrangements
    - Skeleton staff required (e.g. grounds staff, security, administration..)
    - Fee remission requests/expectations
  - Business Impact Assessment (e.g. pay, fees)
  - Restarting school
  - Cleaning
- Planned international travel (e.g. tours)
  - Check [travel advice](#)
  - Check insurance
- Two-way communication channels - to be informed of any developments and how a student's studies, welfare and accommodation will be supported
- Consideration of the provision of resources and compliance with regulations to achieve the above are important as is risk management
- If indeed there is a confirmed case at the school the Queensland Department of Health will guide the actions.
- The challenge for school leaders is to calm the community.

## Communications – Keeping in Touch with Everyone

The emergency control centre will be the school's administration area providing the emergency type which allows this.

1. An air horn will be sounded when there is an emergency to alert the school. An information message will be broadcast or via runners.

2. The general office telephone is only to be used for emergency communications. The principal's mobile phone is to be used during an emergency to liaise with emergency services. The general office telephone will be used for all other communications. To minimize overloading to the school telephone, calls must be restricted and should be brief.
3. Student records need to be taken by administration staff if an evacuation of the school is required. Administration staff are required to maintain back-up recording of all computer-based information at a location remote from the school.
4. An information centre will be established at school office to communicate with parents who arrive at the school. In the event that the media arrives at the school, they should be directed to the principal or the delegate in charge.
5. Following an emergency, parents attending the school are to be directed to the information centre where the principal or the delegate in charge will be available to provide information concerning the welfare of students and other information about the emergency.

### **After an Emergency - Recovery Programs**

After any emergency consideration should be given to trauma and emergency recovery programs for all those students, staff and parents involved whether directly or indirectly. These should be commenced as soon as possible for maximum benefit.

### **Releasing of Students into Parent Care**

During or after a critical incident, students may only be released into the care of a parent or guardian provided that it is safe to do so, that there are no ongoing medical concerns and the permission of the responsible teacher and the principal or the delegate in charge is obtained.

### **Report of Incident**

A report will be created following the event, including:

- Date
- Time
- Timeline of events e.g. fire started, police contacted etc
- Description of Incident
- Injury report
- Damage report

### **Principal checklist post-event (within 24 hours)**

- Collect information
- Discuss level of response required with teachers
- Contact parents
- Notify siblings in school
- Inform staff, including ancillary staff
- Designate a single person for managing the media
- Ask for volunteers to monitor the recovery room
- Set up recovery room

- Contact hospital for up-to-date information
- Inform students
- Inform school board chair and Management Committee
- Inform parent body via email or newsletter
- Monitor school community reactions and provide report
- Monitor and support those in care-giving roles
- Liaise with outside agencies and decide which agencies you will work with
- Set time for key people convene and review response so far

## 5. Definitions

An emergency is the actual or imminent occurrence of an event which in any way:

- endangers or threatens to endanger:
- the safety or health of any person
- the environment or an element of the environment
- destroys or damages, or threatens to destroy or damage, any property.

## 6. Supporting Documents

- School Evacuation Map

## 7. Version Control

### Approval Details

Policy Sponsor	Secretary
Approval authority	Management Committee
Version Number	1
Date for next review	April 2027

### Modification History

Version no.	Approval date	Implementation date	Details
3		28 January 2025	
4		19 March 2026	Added "other" mobile number Updated address to include 150 street number. Added roles table.
5		Implementation Date 20 April 2026	Communication and other Incident type processes added.

