

**DANDENONG HIGH SCHOOL**

**EMERGENCY MANAGEMENT POLICY**

**Preamble**

To ensure the safety of all staff, students and school visitors in the event of an emergency situation.

**School Emergency Plan Contents**

*To be read in conjunction with Dandenong High School Emergency Management Plan.*

Schools must:

Call **000 immediately** to report any incident threatening life or property, emergency services on this number are:

* **Police** for crime, injury that may not be accidental or assault
* **Ambulance** for injury and medical assistance
* **Fire Brigade** for fires and incidents involving hazardous and dangerous materials [report all fires, regardless of state and size, even if extinguished]
* **DO NOT** contact local emergency services directly. To do so increases response times as these calls are redirected to 000 wasting valuable time in an emergency
* Notify the Emergency and Security Management Unit [ESMU] after contacting **000**, telephone 03 9589 6266

**Incident Reporting**Schools must immediately report to **ESMU** any incident posing a:

* Risk to the safety of a student, parent, visitor or staff member including:
  + Serious injury or death
  + Allegations of/or actual physical or sexual assault
* Threat to property or the environment

Prompt incident reporting to [ESMU] enables:

* ESMU staff to provide support and advice to schools
* Quick resolution of emergencies while minimising the risk to personal safety
* Quick implementation of preventative measures in the case of criminal activity

**Reportable Incidents**

As a general rule, serious incident is one that requires medical attention or a police investigation. Examples of reportable incidents involving schools include:

* Motor vehicle collision and/or all WorkCover incidents
* Impact by machinery, equipment, aircraft
* Fatalities
* Fire on school grounds, bush or grass fire
* Incidents of death or serious injury
* Incidents resulting in:
  + Closure or significant damage to parts of a building or its contents and/or threat to health and safety
* Bomb threat
* Outbreak or incidence of disease
* Presence of toxic fumes or explosive conditions
* Finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, marine distress signals, propellant powders etc
* Fumes, spill, leak or contamination by hazardous material
* Flood, windstorm, earthquake or other natural disasters
* Criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
* Neighbourhood complaint
* Missing/disappearance/removal of student/s including:
  + Unauthorised/unexplained absenteeism from school
  + Unauthorised absenteeism resulting in a missing persons report
* Firearms, weapons or bomb threat
* Behaviour of a student, visitor or staff member that could lead to potential risk to someone else
* Serious threats made against a person
* Siege or hostage situation
* Need for evacuation or lockdown
* Unethical staff behaviour, particularly if it involves taking advantage of a student, visitor or staff member
* Issues of negligence or legal liability
* Near misses: incidents that very nearly lead to injury or death *e.g.* hazardous conditions observed/near misses

**Important:** Schools should not handle any explosives found at school. However if it is necessary to

remove explosives from a student’s possession, avoid bumping, striking or dropping the

object. Place the object gently in an isolated position; ensure it is not exposed to any

form of heat/ignition and wait for the police.

**Note:** Schools should also report any nuisance activity which may not have led to damage,

but could lead to crime at a future time.

**Bomb Threats:**

1. Call police on 000
2. Notify ESM on 03 9589 6266
3. Implement the school’s Emergency Management Plan
4. **DO NOT** search for the bomb
5. **DO** **NOT** allow a search by students or staff
6. **DO** **NOT** impede an explosives inspector from entering school premises

**Note:**  An inspector of explosives may interview students at school on the same basis as a police interview.

**Reporting Fires**

All fires, including those that have been extinguished and regardless of their size, must be reported to the relevant fire service for the particular locality by contacting 000 and ESMU.

**Helicopter landings in schools in an emergency**

The Department has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the: air ambulance, fire reconnaissance or crime prevention.

The urgent nature of an emergency may preclude advance notification. The pilot is responsible for ensuring that the:

* Area chosen for landing is suitable
* Safety of those on the ground is not compromised

If a landing occurs during school hours, students must remain at a safe distance, clear of the departure and approach paths.

**Evaluation: This Policy will be reviewed every 3 years**

**School Council Endorsement Date:** **18TH November 2014**