

# Katunga Primary School

School Policy Document

## EMERGENCY MANAGEMENT

### Immediately convene Emergency Management Team

- Principal
- Teachers
- School Council President

The Principal will normally be both the leader of this team and the media spokesperson.

### DUTIES

- |                 |  |
|-----------------|--|
| <b>Confirm</b>  | <ul style="list-style-type: none"><li>- incident and collect reliable information</li><li>- release or information with those directly affected.</li></ul>   |
| <b>Liaise</b>   | <ul style="list-style-type: none"><li>- with emergency services personnel</li></ul>  |
| <b>Notify</b>   | <ul style="list-style-type: none"><li>- Office of Emergency Management (DEECD)</li><li>- the Regional Office (additional counsellors)</li><li>- other schools (inform, dispel rumours, prepare for reactions, siblings, teacher relief)</li><li>- School Council President.</li></ul>  |
| <b>Appoint</b>  | <ul style="list-style-type: none"><li>- Media Liaison person</li><li>- Co-Ordinator of Counselling Support</li><li>- Contact Person for parents.</li></ul>   |
| <b>Allocate</b> | <ul style="list-style-type: none"><li>- Recovery room(s) (Tea, coffee, milo, sugar, milk, mints, iced water, teaspoons, foam cups, blankets, tissues)</li><li>- Incoming and outgoing lines (mobile phone)</li><li>- Assembly point for parents</li><li>- Media room</li></ul>   |
| <b>Consider</b> | <ul style="list-style-type: none"><li>- which staff and students may be particularly affected</li></ul>  |
| <b>Decide</b>   | <ul style="list-style-type: none"><li>- how to inform      staff</li><li>                                 students</li><li>                                 parents</li></ul>  |
| <b>Prepare</b>  | <ul style="list-style-type: none"><li>- written information for staff / students</li></ul>   |
| <b>Conduct</b>  | <p>meeting of all staff, including ancilliary staff</p> <ul style="list-style-type: none"><li>- give accurate information</li><li>- allow time for reactions, questions and discussion of feelings</li><li>- talk with staff about reactions they may feel</li><li>- Outline Emergency Management Plan<ul style="list-style-type: none"><li>- location of recovery room(s), parent assembly point.</li><li>- Counselling resources (for staff and students)</li><li>- Media policy</li></ul></li></ul> |

- identify special friends, relatives of victim(s)
- check that staff feel OK about facing classes.
- discuss Timetable arrangements
- provide
  - "Telling the class: guidelines
  - (Written) information for students
  - List of practical ideas for class activities.
- Information on possible responses (personal & student)
  
- organise assistance with
  - supervision of recovery room(s) (esp. First Aid teachers)
  - supervision of parent assembly point
  - extra yard duty
  - relief for distressed staff
  - manning the phones

<b>Follow up</b>	staff who may have missed the Staff Meeting
<b>Communicate</b>	sympathy and concern to affected families
<b>Prepare</b>	morning tea/lunch for visiting counsellors
<b>Reconvene</b>	Emergency Management Team regularly during the day <ul style="list-style-type: none"> <li>- defuse stress</li> <li>- evaluate</li> <li>- plan</li> </ul> Staff meeting at end of day <ul style="list-style-type: none"> <li>- debrief</li> <li>- support</li> <li>- review curriculum for affected students</li> <li>- plan</li> </ul>
<b>Follow up</b>	on students absent from school
<b>Reconvene</b>	Emergency Management team as required
<b>Determine</b>	school acknowledgment <ul style="list-style-type: none"> <li>- flowers, death notice, card</li> <li>- involvement in funeral (inform Regional Office re effect on staffing)</li> <li>- memorial service.</li> </ul>
<b>Ensure</b>	on-going support for Principal and counselling team.
1 <b>Review</b>	College response after one week.
<b>Determine</b>	further school response e.g. photo gallery, memorial
<b>Monitor</b>	anniversaries
<b>Review</b>	School response after 3 months.