

# Emergency Procedures

## Introduction

At PBS the safety of staff and students is paramount in any emergency situation. Following clear and established procedures will enable staff to effectively manage emergencies affecting our school community.

## Guidelines

- The annual review of school-wide emergency plan is intended to prepare the school's staff to manage a variety of emergencies. This includes all the roles staff may be required to undertake.
- At the beginning of each year, staff members will be familiarised with these plans to follow in case of an emergency or potential hazards.
- Every classroom will have a procedures flip chart on prominent display and an 'Emergency Backpack' by the door. This bag will contain:
  - i. A paper copy of the class register and a pen
  - ii. Destination form
  - iii. Medical and parent/caregiver contact information
  - iv. A copy of the Emergency Management Plan
  - v. A high-visibility vest
  - vi. First aid kit
  - vii. Whistle
  - viii. Wind up radio (syndicate leaders only)
- An emergency box will be held in the school's administration area which will contain:
  - i. Class lists
  - ii. Principal's check list (student and staff details)
  - iii. A key to the field garage (water and emergency gear)
  - iv. First aid supplies
  - v. Whistle
  - vi. Stick on labels
  - vii. Pens
  - viii. Marker pens
  - ix. Destination Forms
  - x. Day-Glow Vests (2 or more)
  - xi. Walkie talkies
- At least one practice drill per term, will take place to familiarise all concerned with our plan. These drills will be evaluated to address any inadequacies.
- During the school year parents/caregivers will be prompted to update relevant information.
- The school's emergency plans for Fire, Earthquake and Tsunami are available on our school website. With much consideration we have made a deliberate decision to not provide a copy of our lockdown plan on the website to ensure the safety of students and staff.

- Our staff have access to the school's Emergency Management Plan on our shared drive.

## **Conclusion**

Emergencies can happen at any time. Our school is prepared and we have plans in place to respond to emergencies to minimise the effects on students and staff.

Reviewed July 2021