(5) CRISIS MANAGEMENT POLICY

To anticipate, manage and plan for emergency situations that could cause harm or injury to any person, damage to property and disruption of any day to day School activity.

**Rationale**

- The School has a duty of care to manage a safe and healthy environment re any School related activity
- Emergency situations can arise suddenly with major potential consequences to life, property and School activities. These include fire, severe storms, other natural disasters, major diseases or catastrophe caused by external influences
- The key to minimising the impact of any emergency situation is to fully plan and practice a response

**Objectives**

- To prevent injury, death or property damage
- To ensure orderly restoration of normal School activities in the shortest time with minimal disruption.

**Links to School and Strategic Plan**

The Constitution states that the School may make, vary or repeal rules for its regulation, administration, control and management. The School is responsible for implementing and managing an Emergency Response Plan.

**Other Related Issues**

The School is located close to Leighton Beach with weather prevalent from a westerly direction. The School is located within three kilometers of major oil terminals, industrial sites and the City of Fremantle harbour and container terminal. All of these facilities contain hazardous chemicals.
Other Related Issues (cont’d)

There is a train line passing within meters of the School’s eastern boundary. There is a major arterial, Stirling Highway, within 200 meters of the School’s eastern boundary and a main road, Curtain Avenue, within 20 meters of the School’s western boundary. The School is relatively isolated, with no subdivision nearby. The nearest Police Station is located within 2 kilometers.

The School population is approximately 230 students and 30 staff members, some of whom are part time. Each teacher/classroom has a School roll which is always at hand.

There are three telephone lines servicing the School, one is for use during emergencies to make outgoing calls. An SMS emergency messaging system is in place to notify parents.

There is a large vehicle access to the School from Curtin Avenue and large public car park along the beachfront.

- Fire Brigade
- Police
- Town of Mosman Park
- Hospital
- SES
- Counselling Services

Levels of Responsibility

The School Board is responsible for:

- developing, adopting and maintaining the policy
- ultimately responsible to the School community for ensuring that all measures have been adopted by the Principal and staff, that the policy is in place.
- Ensuring that the development of a Crisis Management Plan follows a participative and consultative approach and addresses the four primary aspects of Prevention, Preparation, Response and Recovery.
Levels of Responsibility (cont’d)

The Principal is responsible for:

- duty of care.
- assessing when the School is not safe.
- maintaining an appropriate degree of control throughout an incident.
- rapid, cohesive and coordinated response.
- ensuring that the integrated Crisis Management Plan is communicated to the whole School community.
- ensuring that there are appropriate organizational systems to allow prompt and effective response to a crisis situation.
- establishing a system whereby all persons on the School grounds are registered with the office at all times – know who is in the School.
- ensuring that vital School records are stored together and taken in an evacuation.
- establishing a Crisis Management Team under the Principal’s leadership.
- maintaining equipment, e.g. fire extinguishers.
- coordinating frequent evacuation drills.
- attendance records are current and readily accessible.
- establishing and maintaining liaison with appropriate community organizations (e.g. police, fire, hospital, SES, counselling services) that may be involved in a response to a crisis situation.
- appropriate community organization acknowledgement, approval and support.
- ensuring that a comprehensive training program is in place for all staff particularly those in leadership roles.
- ensuring that any new staff are trained in the procedures.
- remaining cognizant of current research and developments in Crisis Management.
- care in employing staff and volunteers.
- ensuring that staff police clearances are maintained in administration/staff files.
- ensuring that volunteer declarations of police clearance are maintained in administration files.
- continual monitoring of and managing the traumatic effects of crisis situations both in the short and longer terms.
- ensuring that adequate and appropriate measures are in place for the whole School community to manage the response to traumatic events.
- establishing a Crisis Response Plan Checklist.
- a current floor plan of the School, including all access routes, exits and assembly areas.
Levels of Responsibility (cont’d)

The Deputy Principal is responsible for:

- duty of care.
- attending all comprehensive training programs.
- continual monitoring of and managing the traumatic effects of crisis situations both in the short and longer terms.
- those duties as delegated by the Principal.

The Staff is responsible for:

- duty of care.
- attending all comprehensive training programs.
- attendance and visitors records are current and readily accessible.
- continual monitoring of the traumatic effects of crisis situations both in the short and longer terms.

The Safety Officer is responsible for:

- ensuring that an integrated Crisis Management Plan is in place.
- ensuring that the Crisis Management Plan and Evacuation Procedure are current.
- liaising with the Principal in ensuring that there are appropriate organizational systems to allow prompt and effective response to a crisis situation.
- assisting in establishing a Crisis Management Team under the Principal’s leadership.
- liaising with the School Board and Principal.

The School Community is responsible for:

- notifying the Principal immediately of any danger.
- treating all threats as serious until proven otherwise.

Documentation

- The Policy and Procedures are documented in the Parent Handbook.
- The Policy, Procedures and Guidelines for staff are documented in the Staff Handbook.
- Evacuation Procedures are clearly displayed in Administration and where appropriate throughout the School.
Performance Review and Measurement

There will be a Crisis Management Plan. All threats should be treated as serious until proven otherwise.

Activity

- Annual review of the Policy is required by the School Board.
- Procedures and Guidelines will be updated in accordance with the Policy.

Related Documents

Association of Independent Schools of Western Australia (AISWA) Policies and Procedures Guidelines for Schools – Chapters 2, Duty of Care, 7, Bomb Threats, and 10, Records Management

Emergency Procedures – when students are reported missing, fire, intruders, terrorism/bomb threat, earthquake, severe storm, toxic emission/spill, siege/hostage, telephone threats.

- Child Health and Safety Policy
- Child Protection Policy
- Child Safety Policy
- Complaints Policy
- Educational Standards Policy
- Parent Information Policy
- Privacy Policy
- Workplace Safety and Health Policy