ST JOHN THE APOSTLE PRIMARY SCHOOL
Florey, ACT

Statement of Practice - Emergency management

Related CECG Policies
CECG Incident and Emergency Policy
St John the Apostle - ACTWELL
St John the Apostle - Emergency Management Procedures

Rationale

Schools, including St John the Apostle, encounter a wide range of incidents that can disrupt safe and orderly operations. Some of those incidents involve a high level of threat and require responses coordinated at school or system level. The School has a duty of care to take reasonable action to ensure workers and students are protected from harm. This includes appropriately planning for and managing incidents. Clear guidance ensures students, workers and workplaces are better protected and they can meet their duty of care.

Training and preparation

The school regularly practices the various procedures outlined in this policy to ensure that staff are confident with their roles, and students feel safe and supported in the event of an emergency. Details of these practices are maintained and reviewed by the leadership team to ensure that the systems outlined below are effective.

Incidents and Emergencies

Incidents and Emergencies are defined in the table below:

Level	Definition
1 Incident	Situations that affect or disrupt the safe and orderly operation of the school
2 School Emergency	High-level threat to student and workers safety requiring a formally coordinated response at a school level
3 System Emergency	High-level threat to student and workers safety requiring a formally coordinated response at a System level
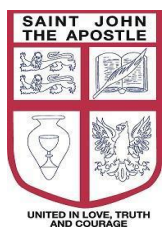
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Incident Management Teams and Responsibilities

The Incident Management Team Comprises of the following positions:
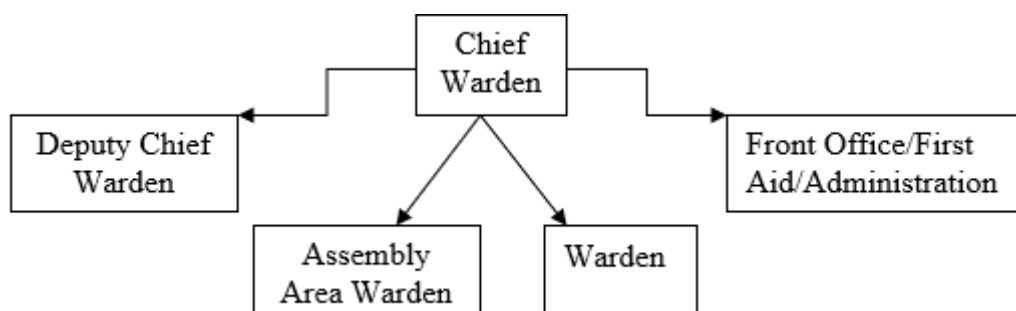
Identifying Roles

Chief Wardens and Officers should be identifiable by coloured Vests.

Position	Equipment Colour
Chief Warden	White
Deputy Chief Warden	White
Assembly Area Warden	Red
Warden	Red
Support Officer / Administration	Red
First Aid Officer (may be the same person as the support officer)	Green

2025 Emergency Roles

Chief Warden   **Deputy Chief Warden**

Jo Reed   Karen Leighton

Wardens

Brett Seaman and Jack Biilmann - Sweep Year ⅚ classes, breakout space, senior boys toilets, specialist portables

Serae Love and Tiffeney Ronneberg - Sweep Year ¾ classes, breakout space, senior girls' toilets

Bethany Fear and Rebecca Stephenson - Sweep Library, Junior classrooms and breakout space, junior bathrooms.

ALL WARDENS TO REPORT OUTCOME OF SWEEP TO CHIEF WARDEN ONCE SWEEP IS COMPLETED
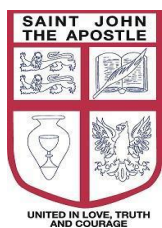
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School Office / Administrator

Leanne Griffiths

- Collect the Emergency Warden kit, check Office area and the Print Room

- Take all first aid students out to the Assembly area and help them find their class for Role Marking.

First Aid Officer

Leanne Griffiths

Additional Staff

- Maintenance Officer to meet Wardens at the Fire Identification Panel.
- CSA staff to remain with the class or student they are currently assigned to and meet at the Assembly area.

Class Teachers

- Take Emergency Evacuation Kit, mobile phone, keys and students and evacuate the classroom.
- If not in your regular classroom, evacuate to the Assembly Area (Oval) (warden kits are equipped with all class rolls for these instances)
- Follow evacuation diagrams (located in the hallways) and assemble in the Assembly Area (Oval)
- Call roll and ensure all students are accounted for.
- Report class status to Assembly Area Warden by using a 'Hand up' signal if all present, standing under the class fence sign
- Report any unaccounted-for students to warden.

AREA WARDEN TO REPORT TO CHIEF WARDEN ONCE ALL STAFF/STUDENTS ARE ACCOUNTED FOR OR TO GIVE UPDATE ON MISSING STAFF/STUDENTS

Fire Evacuation Procedures

Aim
· To check and clear the building
· To account for all students /staff members and visitors.

RESPONSIBILITIES (Upon hearing fire alarm)

Chief Warden
· Take mobile phone and carry it at all times
· Meet at fire panel (FIP) and delegate any roles to additional staff
· Identify area/zone/activated using Fire alarm panel (FIP) and send wardens to investigate
· In event of an evacuation send wardens to 'sweep' their designated areas of the building to ensure all areas are clear
· Ensure all classes have reported on status
· Notify Emergency services on 000
· Advise neighbouring facilities if necessary
· Await or delegate person to wait for the arrival of Emergency Services at the designated Emergency Control Point (FIP)
· Ensure all staff, students and visitors are accounted for at Assembly Area
· When the school has been handed back by emergency services, organise re-entry with staff, students, and visitors
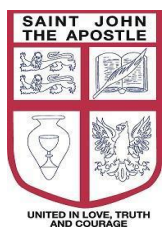
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Deputy Chief Warden
- Move to Emergency Control Point (FIP)
- Prevent all persons from re entering school until deemed safe
- Ensure emergency services have been notified
- Assist the Chief Warden with completing their tasks and responsibilities as required
- Maintain Event Log

Wardens
- Check designated areas
- Proceed to the designated area point (FIP)
- Ensure orderly flow of people into protected areas (for example, stairways)
- Provide Chief Warden with updates as necessary

Teachers
- Take mobile phone, keys and students and evacuate the classroom.
- If not in your regular classroom, evacuate to the Assembly Area (Oval) (warden kits are equipped with all class rolls for these instances)
- Follow evacuation diagrams (located in the hallways) and assemble in the Assembly Area (Oval)
- Call roll and ensure all students are accounted for.
- Report class status to Assembly Area Warden by using a 'Hand up' signal if all present

Expectation
All children are to move silently and sit quietly in the assembled area to ensure that all directions are heard and acted upon.

Bomb Threat Procedures

Aim
- To check and clear the building
- To account for all students /staff members and visitors.

RESPONSIBILITIES (Upon hearing fire alarm)

Chief Warden
- Sounds evacuation siren
- Take mobile phone and carry it at all times
- Meet at fire panel (FIP) and delegate any roles to additional staff
- Identify area/zone/activated using Fire alarm panel (FIP) and send wardens to investigate
- In event of an evacuation send wardens to 'sweep' their designated areas of the building to ensure all areas are clear
- Ensure all classes have reported on status
- Notify Emergency services on 000
- Advise neighbouring facilities if necessary
- Await or delegated person to wait for the arrival of Emergency Services at the designated Emergency Control Point (FIP)
- Ensure all staff, students and visitors are accounted for at Assembly Area
- When the school has been handed back by emergency services, organise re-entry with staff, students, and visitors

Deputy Chief Warden
- Move to Emergency Control Point (FIP)
- Prevent all persons from re-entering school until deemed safe
- Ensure emergency services have been notified
- Assist the Chief Warden with completing their tasks and responsibilities as required
- Maintain Event Log
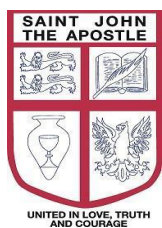
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Wardens
- Check designated areas
- Proceed to the designated area point (FIP)
- Ensure orderly flow of people into protected areas (for example, stairways)
- Provide Chief Warden with updates as necessary

Teachers
- Take mobile phone, keys and students and evacuate the classroom.
- If not in your regular classroom, evacuate to the Assembly Area (Oval) (warden kits are equipped with all class rolls for these instances)
- Follow evacuation diagrams (located in the hallways) and assemble in the Assembly Area (Oval)
- Call roll and ensure all students are accounted for.
- Report class status to Assembly Area Warden by using a 'Hand up' signal if all present

Expectation
All children are to move silently and sit quietly in the assembled area to ensure that all directions are heard and acted upon.

Lockdown Procedures

Aim
- To secure the building with staff and students inside
- To account for all students /staff members

RESPONSIBILITIES

Chief Warden
- Using the PA System, announce "Staff please secure the building"
- Contact appropriate authorities (for example, Police, CECG)

Wardens
- Close and lock all external doors throughout the school

Teachers
- Move indoors immediately if not already there.
- Lock all doors and windows of classroom, close curtains
- Assemble all students on the floor
- Call roll and ensure all students are accounted for.
- Teachers are to report any missing students to 0436 526 933. If all students are accounted for, no text message is required.

All other staff not in class
- Report status via text

Expectation
All children are to sit quietly in the assembled area to ensure that all directions are heard and acted upon.