


Emergency Management Information for parents and caregivers

<p>VISCOUNT SCHOOL</p> <p>Emergency Management information for parents and caregivers</p> <p><i>24th November, 2020</i></p>	
<p>Key risks for our school / early learning service</p>	<p>In addition to planning for events such as fires, earthquakes and pandemics, because of our location we also specifically plan for lockdowns and evacuations.</p>
<p>Incident Management Team</p>	<p>Principal, Deputy Principal, Year 7/8 teacher in charge of Health and Safety, Caretaker</p>
<p>Preparing for and practising our plan</p>	<ul style="list-style-type: none"> • Board Meeting standing agenda items • staff meetings • staff induction processes • Civil Defence training • Class discussion and practice of school lockdowns and fire, earthquake drills • first aid training • Updates on the school website
<p>Emergency kit</p>	<p>Our emergency kit and equipment include first aid supplies, sanitary and toilet supplies, water and a torch</p> <p>This is only a limited supply for acute emergencies. There are food supplies on site – also for limited use until evacuated in an acute situation.</p>
<p>Reviewing the plan</p>	<p>We review our emergency plans with staff after each term drill and annual lockdown practice. The incident team will also discuss our drill with other groups, such as</p> <ul style="list-style-type: none"> • Lockdown trainers • parent representative group • Board members • local emergency services.
<p>Communication in an emergency</p>	<ul style="list-style-type: none"> • school ap • email • school sign and paper notice at gate • teacher phones <p style="color: red;">If internet, mobile and phone lines are down, the school will do its best to post a notice for parents on the school door or fence.</p> <p style="color: red;">Please do not enter the school to remove children unless instructed to do so by emergency services or the school.</p>
<p>Authorised persons to uplift your child</p>	<p>We will only release children to parents or people already approved by the parent/caregiver for that purpose.</p>

Add a link to your website here, to show where the most current version of this document will be found

	<p>We will update our files each year so please ensure we get your latest address, phone and email contact as well as an emergency contact for your child.</p> <p>If you change these details at another time, please let the office know.</p>
Evacuations	<p>Our evacuation site is at the back of the Hall. If this is not possible the school will meet on the Rovers field behind the school.</p>
Shelter in place and lockdown	<ul style="list-style-type: none"> • <i>If we need to bring everyone inside, with the exception of emergency services, we won't be letting anyone into the school/service once we have shut our doors</i> • <i>Please wait for information and instruction from us and do not come to the school/service until asked to do so, even if it is the end of the day. Arriving when we are still managing an emergency could put you, your child and our staff at risk.</i> • <i>We will continue to provide the very best care we can to keep your child as safe as possible.</i> • <i>If needed and when it is safe to do so, we will ask you to come and collect your child</i> • <i>For some shelter in place events, there won't be any need for your child to be picked up as school/early learning will continue as normal after the event has ended</i>
Reunification process	<p>We will endeavour to keep a list of children who have been collected and those remaining at school. Please help us by ensuring you do not remove your child without the teacher's knowledge.</p>
Supporting children after an emergency event	<ul style="list-style-type: none"> • We will provide your child with age-appropriate information about the event • We will monitor all children to identify if there are any wellbeing concerns • If you have any concerns about your child, please speak with us. We have support mechanisms we can access to provide you and your child with the help you need.

If you would like any further information about our emergency management planning – please contact the school office. **Ph 275-4699**