



ST JOSEPH'S SCHOOL PLEASANT POINT

EMERGENCIES PROCEDURE

RATIONALE:

In any emergency situation our utmost concern must be to ensure the safety of the students and staff in our care. Whenever possible the reduction of risk or likely injury must be considered as the best course of action.

GUIDELINES:

1. Safety of the children is paramount and the first consideration of staff. Staff will follow the evacuation plan and undertake their specific responsibilities. Emergency guidelines are detailed in teacher manuals.
2. Teachers are to remain with their class children wherever possible.
3. A register/roll check is a high priority and it will happen as quickly as possible. The Secretary or Principal will bring the day book to the assembly point to cross-check registers.
4. Parents will be advised as soon as practicable through St Joseph's ringing list.
5. Parents may take responsibility for their own children at any time during and/or after the emergency. Teachers must be made aware of their removal.
6. An emergency has not ended until you have been told so by the principal, a member of an officiating emergency team or the police.
7. At the conclusion of any emergency this procedure should be reviewed, although it is recognised that guidelines need to be flexible for any situation.
8. The evacuation plan is to be practiced once a term.

Formulated by: Documentation & Self-Review Committee
Approved by: BOT 15 March 2001
Reviewed: March 2001, August 2008, August 2011

Chairperson: _____

Date: _____

This policy should be read in conjunction with the Special Character policy and the