



## **EMERGENCY PLAN**

An emergency may occur during school times and it is our responsibility to ensure students and staff are safe at all times. "An emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness". This emergency plan will outline what a student and staff should do in an emergency.

### **Phone Line issues**

If our phone lines are down, please contact us on 0488 775 593.

In case of an emergency, the College will not be contactable and site access restricted. Parents will be contacted where possible and as needed.

### **Evacuation Procedure**

Students, Parents and Guests on Campus during an evacuation are to follow all instructions of the teachers or administration staff.

#### ***In-Class Evacuation - under teacher direction:***

- ❖ Stop work immediately
- ❖ Leave bags and valuables in the classroom
- ❖ Close all windows and lock doors behind you
- ❖ Stay together and follow all instructions given by the teacher or administration staff
- ❖ Assemble at the front gate of the College (Emergency Assembly Area) and ensure your name is marked off the roll
- ❖ Wait for further instructions

#### ***Break time evacuation:***

- ❖ All staff, students and visitors are to assemble at the front of the College gates

#### ***Fire Drill/Practice Evacuation:***

- ❖ It is vital in an emergency, evacuation happens very quickly. To ensure this, we will be conducting a fire drill or practice evacuation at least once a year.
- ❖ Students, staff and visitors are to evacuate and assemble at the front gates of the College
- ❖ Obey all instructions given by teachers/staff

### **Emergency Lockdown Procedure:**

An emergency lockdown procedure may take effect when someone who has entered the College grounds that may cause harm to students and staff, for example, intruders, security breaches, threats made or people entering the premises with weapons. In this situation a, delegated staff member will raise the alarm and call Police (000).

- ❖ Follow instructions of the teachers
- ❖ Close, lock and barricade doors
- ❖ Cover windows (blinds/curtains) and stay away from windows
- ❖ Lay on the floor (under furniture)
- ❖ Remain silent until an 'All Clear' is given

#### ***Break time Lockdown***

- ❖ All students will proceed to the administration building by the safest way possible
- ❖ Alternate locations may be announced as needed

#### ***Lock down drill***

- ❖ A Lock Down Drill will be practiced once a year to ensure students, staff and visitors are able to be safe in a situation where there is danger on College grounds
- ❖ Lock down may occur in situations where there is an external threat on the premises

### **First Aid**

- ❖ Where a student is feeling unwell they are to report to the teachers. Teachers will send the student to the First Aid Officer (Administration) and may be sent home if they are feeling sick or are in distress.
- ❖ Medication should not be carried by the student. All prescribed medication should be

notified at the Administration by the parent/guardian. Any medication is to be administered by the First Aid Officer only.

- ❖ Ventolin and EpiPen can be carried, if the student requires
- ❖ Any serious medical condition, (inc. anaphylactic or allergies) should be notified to the College and an emergency plan per student is generated
- ❖ The College will not provide any medication (inc. Paracetamol and Nurofen)

able to check for closures on <http://closures.det.qld.gov.au> or the College website <http://atac.qld.edu.au>

### ***Accidents***

- ❖ In an emergency, an ambulance will be called and parents/guardians notified
- ❖ Not all accidents may be communicated
- ❖ A record of all incidents are kept on file. Parents/guardians will be notified for serious accidents and non-serious accidents will be recorded

### ***Illness***

- ❖ When students are sick, we request parents/guardians that the student be kept at home. If a student becomes sick or injured, the college will inform parents/guardians to collect their son/daughter from college.
- ❖ The College does not assume responsibility to take students to a medical practitioner, this will only occur in serious circumstances where an ambulance will be called upon.

### ***Immunisation***

- ❖ We believe that all students be properly immunised. If your student has not been immunised, please inform us immediately.

### ***Extreme Weather Conditions***

- ❖ The College may be affected by flooding or other weather emergencies.
- ❖ If the situation occurs whilst students are at College, parents/guardians will be immediately notified and students will be transported as needed
- ❖ In case of College closures, parents will be notified and updates will be provided by the College via text or email. Parents will also be