



Emergency Management

POLICY, PROCEDURES

Policy Category: WHS and Wellbeing	
Number of pages:	Appendices:
Version: 1.2	Status: Approved
Reviewed by: Principal	Endorsed by: Board v/e Chair
Approved by: Board	Date: 30 JAN 2025- 11/3/25
Signature: 	
Recommended frequency of review: 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2028	
Related Legislation and Documents: <i>Work Health and Safety (National Uniform Legislation) Act</i> <i>Emergency Management Act 2013 (NR)</i> <i>Education Act (NT)</i> <i>Fire and Emergency Act (NT) and Regulations</i> MSSA Critical Incident Policy MSSA WHS Manual MSSA First Aid Policy	
Additional Information:	

Document history:

Version	Date	Nature of Amendment
1.0	2021	New Policy
1.1	2022	Scheduled review according to Policy Development and Review Policy, minor changes to emergency plans reflecting site changes to 107 Boulter Rd.
1.2	30/1/25	Minor changes

Emergency Management

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DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

Contingency planning is defined as procedures that minimise disruption to normal school operations when supply of services such as air-conditioning, power or water is interrupted and the possible downtime cannot be forecast with accuracy.

Emergency encompasses a range of events which could otherwise be described as incidents, accidents, catastrophes, disasters or crises. An emergency embraces the range of terms frequently used to describe an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

In the context of schools in the NT, an emergency includes, but is not restricted to:

- bomb threat
- collapse/major damage to building or equipment
- disappearance or removal of student or staff
- fatality/serious injury/serious assault/sexual assault of student or staff
- fire in school building or grounds/arson or bushfire
- flood/wind storm or other natural event (e.g. cyclone, earthquake)
- fumes/spill/leak/contamination by hazardous material
- outbreak of disease/pandemic
- siege/hostage/firearms
- civil or political events (e.g. acts of terrorism, large scale riots)
- air-conditioning or air quality failure.

Emergency Procedures detail assigned responsibilities and procedures required in the event of an emergency or critical incident.

Emergency preparedness includes the planning and preparation of processes to be undertaken to prevent or manage an emergency or critical incident. These procedures assist schools to organise themselves in order to continue functioning during an emergency or critical incident.

PURPOSE

Milkwood Steiner School has a responsibility for emergency management planning. The Emergency Management Policy outlines the school's response to an emergency situation or critical incident, and considers each of the four elements of emergency management.

1. **Prevention**
2. **Preparedness**
3. **Response**
4. **Recovery**

POLICY STATEMENT

The Principal is responsible for:

- **Prevention** of emergencies, through the regular review and evaluation of the school's WHS Manual with the WHS Officer and Finance Manager
- **Preparedness** for emergencies, through
 - regular review and practicing of emergency procedures, critical incident plans and WHS policies
 - ensuring that staff and students have access to and understand the Emergency Management Plans, and are trained appropriately in preparation for an emergency
- **Response:**
 - make decisions regarding the welfare of the school and relating to the management of an emergency or critical incident, which may include the closure of school facilities.
 - provide leadership for the response and recovery that is relevant to the emergency or critical incident
 - Communication to parents through electronic letters or email will provide information on the disruption to the normal school program.
- Supporting **Recovery** according to the critical incident policy.

The WHS Officer is responsible for:

- **Prevention** of emergencies, through the regular review and evaluation of the school's WHS Manual
- Ensuring regular practice of emergency procedures, by staff and students as required

The Board is responsible for ensuring immediate and ongoing support for the Principal in an emergency, as directed by the Principal. On direction from the Principal the Board may support with such operational duties as they are reasonably capable of undertaking, under the supervision of the Principal for a short period of time in an acute and unforeseen situation, until the immediate risk has diminished. At that time, the Board will work quickly directed by the Principal for the school to return to normal day-to-day operation. See Critical Incident policy for further examples of Board support at times of emergency.

The Finance Manager and Enrolment and Administration Officer are responsible for:

- prioritizing tasks as delegated by the Principal
- liaising with outside agencies such as Northern Territory Police, Fire and Emergency Services or Territory Families regarding communications, as required

Staff are responsible for:

- Ensuring that their own personal safety and the safety of others is paramount and not placing themselves in a situation likely to cause injury or harm.
- Ensuring that they are familiar with the school's Emergency Management Plan, including their responsibilities during an emergency or critical incident.
- In the event of an emergency or critical incident, follow all directions given by the Principal or officer nominated in the school's Emergency Management Plan
- Duty of care to children
- Remaining alert to signs of distress or trauma in colleagues who have been involved in critical incidents and seeking assistance, as required.

An **Emergency Management Committee** may be assembled at the discretion of the Principal, and include members of Staff and Board, or other members with required expertise.

The **Emergency Management Committee** will:

- Develop and review the emergency management practices to ensure an appropriate level of preparedness in order to effectively manage an emergency event
- Respond during events that require greater coordination than a single manager or principal.

GUIDELINES / PROCEDURES

In the event of an emergency schools must:

Call 000 immediately to report any incident threatening life or property. Emergency services on this number are:

- Police for crime or injury that may not be accidental or that may constitute assault
- Ambulance for injury and medical assistance
- Fire brigade for fires and incidents involving hazardous and dangerous materials (report all fires where the alarm has been activated, regardless of state or size, even if extinguished).

Access to school premises: Right of Entry

Emergency situations may increase the presence of those not required or wanted on school grounds. This could include onlookers, media or other community members who do not have a reasonable purpose for being on school grounds. No one has automatic right of access to school property. Permission from the Principal must be obtained before access is granted.

If required, Principals can contact NT Police to assist with prohibiting/restricting access to school premises.

Media

The Board has overall responsibility for media liaison in an emergency, including contact with journalists, and any contact with media outlets. The Board is responsible for liaising closely with the Principal in all matters of media liaison to ensure accuracy of messaging and a consistent approach to public communication.

Critical incidents and emergencies are stressful situations and it is appropriate for the Principal to protect the students from unwarranted interviews with the media. Staff, students and families are not permitted to give interviews at the school or on behalf of the school, and should be strongly discouraged from making private arrangements to be interviewed, unless authorised by the Board and Principal.

School Closure

In the event that the Territory Emergency Plan is invoked, the Chief Minister, on advice from the Territory Emergency Management Council, will make the decision to open and close schools in the NT.

In these circumstances, school closure and reopening will be undertaken in accordance with the Territory Emergency Plan and, if required, may be coordinated by the Territory Emergency Management Council.

The Principal is authorised to send students away from school or deny them access to the school during the published school term dates if

- approval has been obtained from relevant Executive Director where the closure is less than one day, or the Chief Executive where the closure period exceeds one day
- they are acting in an extreme emergency situation to fulfil their overriding responsibility to ensure the immediate health and safety of students and staff.

Emergency Plans (Attached)

The following plans are displayed in building entrances and updated annually or more frequently as needed.

1. Accident Plan
2. Bomb Threat Plan
3. Fire Plan
4. Lockdown Plan
5. Emergency Procedures map