

Emergency and School Security Quick Reference Guide

Disaster Event Planning for School Principals

Principals are required to have an Emergency Response Plan (ERP) for each school and review it annually, usually prior to September which is the official start of the storm and cyclone season. The plan should also be reviewed following an emergency event and contact details within the ERP should be updated at the start of each school semester.

Pre Seasoning Planning

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- 1. Consider risks associated with the geographical location, local hazards and design and layout of your school. Local Emergency Services and Local Disaster Management Groups can assist with this.
- 2. Review and update your school ERP considering the risks to the school
- 3. Make sure everyone knows their role, understands the plan and update the plans contact details.
- 4. Test an element of the ERP, such as a partial or full evacuation

Immediate Action

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- 1. Check that your ERP, communication trees and contact lists are up to date. Re distribute copies to relevant staff.
- 2. Consider pre-emptively closing the school, discuss your decision with your Regional Director, see link below.
<http://ppr.det.qld.gov.au/pif/directives/Pages/default.aspx>
- 3. Secure all loose items around the school, remove shade sails, isolate gas supplies, etc.
- 4. If your school is susceptible to flooding, consider moving equipment to areas on higher ground or storing equipment and perishable materials as high as possible in the classrooms and storage areas.

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What should I do if I need to evacuate the School?

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1. If time permits, call **000** and notify Emergency Services of your intent to evacuate they may offer further advice regarding the situation.
2. Evacuate the school - refer to your Emergency Response Plan
3. Inform your regional office and local police when you have arrived to your evacuation location safely
4. Commence parent/student reunification as required and when safe to do so

Recovery

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1. Ensure all staff and student's safety and wellbeing needs are met, for example medical treatment or trauma counselling?
2. In consultation with your regional office, decide when your school is safe and capable of re-opening * take into account damage, repairs, staff and student needs
3. A school community debrief should occur a week or so after returning to school, this will allow an open dialog with staff, students and parents on how the disaster event impacted the school community, get feedback on what worked well and what didn't, before, during and after the event
4. Adopt lessons learnt into your emergency management plan, this will help reduce identified issues impacting on the safety of your school should an event occur again

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Additional Information

For further information contact the Emergency and School Security on (07) 3034 6011

- ✓ Need advice or help with your ERP or emergency/disaster guidance? Contact the Emergency & School Security (E&SS) on P: 3034 6010, P: 3034 6016, P: 3034 6025 E: ged-emergency@id.ngcomms.net we are here to support you.
- ✓ Emergency Response Plan template(s) and other resource information can be found at: <https://qed.qld.gov.au/emergencymanagement/Documents/erp-schools.docx>

DoE Website <https://qed.qld.gov.au/>

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