



Glenburnie Primary School Emergency Management Policy

Effective Date: 19/2/2026

Review Date: 19/2/2029

Ratified by: Principal, School Staff and School Governing Council

1. Purpose

The purpose of this policy is to ensure the safety and well-being of all students, staff, and visitors at Glenburnie Primary School during emergencies. This policy outlines the procedures and responsibilities for managing emergencies effectively.

2. Scope

This policy applies to all students, staff, and visitors at Glenburnie Primary School.

3. Emergency Types

- Fire
- Severe Weather
- Lockdown (e.g., intruder on premises)
- Medical Emergencies
- Hazardous Material Incidents
- Evacuation

4. Roles and Responsibilities

- Principal: Overall responsibility for emergency management.
- Emergency Management Team: Comprises selected staff members responsible for specific tasks during an emergency.
- Teachers and Staff: Ensure the safety of students and follow emergency procedures.
- Students: Follow instructions from teachers and staff during emergencies.

5. Emergency Procedures

5.1. Fire

- Sound the fire alarm.
- Evacuate the building following the designated routes.
- Assemble at the designated assembly point.
- Conduct a roll call to ensure all students and staff are accounted for.

5.2. Severe Weather

- Monitor weather alerts.
- Move students and staff to designated safe areas within the school.
- Remain indoors until the all-clear is given.

5.3. Lockdown

- Announce lockdown over the PA system.
- Lock all doors and windows.
- Keep students quiet and out of sight.
- Await further instructions from authorities.

5.4. Medical Emergencies

- Call emergency services immediately.
- Provide first aid if trained and necessary.
- Notify parents/guardians as soon as possible.

5.5. Hazardous Material Incidents

- Evacuate the area if necessary.
- Follow instructions from emergency services.
- Ensure the safety of all students and staff.

5.6. Evacuation

- Follow the evacuation plan.
- Use designated routes and exits.

- Assemble at the designated assembly point.

6. Communication

- Maintain up-to-date contact information for all students and staff.
- Use the school's communication system to inform parents and guardians during emergencies.

7. Training and Drills

- Conduct regular emergency drills for all types of emergencies.
- Provide training for staff on emergency procedures and first aid.

8. Review and Evaluation

- Review the emergency management policy annually.
- Evaluate the effectiveness of drills and update procedures as necessary.

9. Contact Information

- Emergency Services: 000
- Local Police Station: Mount Gambier 08 87351020
- Local Fire Department: Mount Gambier 08 87250634
- Principal: Judy Goodes 0417831442
- Emergency Management Team Leader: Katie Marshall 0400 404 617
- Emergency Management Team Member: Kirrilly Cooper 0411 664 316