

EMERGENCY MANAGEMENT POLICY, 2025

Forming part of Giant Steps Tasmania's *Health & Safety Manual*

Policy Statement

Emergency situations, whether drills or real events, are stressful for everyone, but they are particularly so for students on the Spectrum. Many students at Giant Steps Tasmania are likely to respond to any form of stress following a crisis with heightened reactions. To keep the students safe and reduce the impact of stress in the event of a real emergency, emergency procedures are practised regularly during drills.

Safety Wardens are vital in ensuring the safety of students, visitors and staff during an emergency. The Principal is the school's chief Safety Warden and when they are off-site they designate a replacement. Giant Steps Tasmania has four additional Safety Wardens who may volunteer for the post, or be chosen by the Principal. They are appointed at the start of the academic year and are expected to remain in post for 1 year. A Safety Warden may remain in post longer if s/ he and the Principal wishes.

The duties of **Safety Wardens** are:

- To ensure correct signage is in place around the school, including in classrooms, giving directions to muster points
- During Emergency drills, to monitor procedures and to assist teachers to review them and report to the Principal/ Chief Safety Warden on their effectiveness
- To assist in the delivery of any staff training required to ensure the safety of students, visitors and staff during Emergency Evacuations
- To attend any training to enhance their own efficacy as Safety Wardens, as requested by the Principal/ Chief Safety Warden

The **Principal/ Chief Safety Warden** is responsible for:

- Attending any training required to carry out their role as Chief Safety Warden
- Ensuring regular maintenance of smoke detectors, alarms and extinguishers
- Deciding on the timing and nature (e.g. Evacuation, Lock-down, Shelter in Place) of Emergency drills
- After Emergencies (drills or actual events) meeting with Safety Wardens to consider Evacuation procedures and their effectiveness
- Arranging additional training/ changes to procedures as necessary after meetings with Safety Wardens following Emergency drills
- Ensuring that, in an emergency or drill, security gates/ doors are unlocked.

There are also additional considerations that have to be made when planning for the safety and well-being of Giant Steps Tasmania students during an emergency evacuation. These include:

- Medication needs
- Communication needs
- Time needs
- Behaviour Support needs

Definitions

This policy is related to, but separate in terms of concept and procedures, from the Disaster Response and Recovery Policy. For the purpose of providing clarity, within the scope of

these policies an Emergency is understood as being an unforeseen but predictable, narrow-scope incident that regularly occurs. Emergencies could include fires, vehicle accidents, medical events, small hazardous materials releases and intruder events. Fire departments, emergency medical services agencies, police, and public works employees respond to these events by using standard operating procedures. There are resources in place to deal with Emergencies. Disasters on the other hand, are sudden onset occasions that seriously disrupt social routines, cause adoption of unplanned actions to adjust to the disruption, and endanger valued social objects. Disasters, which are more rare than emergencies, are defined by many human casualties, and/ or much property damage, and/ or severe social disruption. Resources are either quickly overwhelmed, or were never in place to deal with the event. It is possible for an Emergency to become a Disaster. **The subject of this policy is Emergencies.**

Purpose

This policy is intended to ensure the safety of Giant Steps Tasmania's students, visitors and staff in the event of an emergency situation (or drill) that may require one of the following responses:

- Evacuation
- Lock-down
- Shelter in Place

This policy will consider, in particular, emergency situations that may result from the following:

- Fire
- Telephoned-in Threat
- Civil Disruption or Armed Intrusion
- Extreme Weather Events

Implementation

Ensuring the safety of Giant Steps Tasmania's students, staff and visitors is the most important considerations during any emergency

All staff must therefore:

- Know the location of **emergency exits** in the building.
- Plan an **escape route** from their usual places of work to each exit.
- Familiarise themselves with the location of any **break glass fire alarms** in the building.
- Know the location of **fire extinguishers**.
- Familiarise themselves with the Giant Steps Tasmania safety wardens and make sure they have their mobile phone numbers in their phones.
- Familiarise themselves with the location of the first aid kits.

FIRST AID KITS

First aid kits are located in the following areas:

PEOPLE ON SITE

Each class
Gym
Pool
Staffroom
Each bus
Reception

The school operates between the hours of 8.00 – 4.30.

On any given day the following people are likely to be on site:

- Approximately 45 students (all of whom have additional needs)
- Approximately 40 staff
- In addition, parents/ carers and visitors may also be on-site.

A map of the school's buildings annotated with evacuation routes is available in all areas of the school.

ASSEMBLY POINTS

These are dependent on the type and vicinity of the Emergency. They may be in the playground, at the side of the school or an alternative location decided by the Chief Safety Warden or Emergency Services.

To reduce the **impact of stress** on students, classroom staff will:

- use Social Stories, where appropriate, to include what to do and what not to do in an emergency (e.g. Don't take your books, coat, backpacks etc.)
- use visual communication instructions, where appropriate, to keep noise to a minimum
- have a bag of comfort/sensory items, where appropriate, for students to have when they are at the muster point
- where appropriate, use relaxation exercises when students are at the muster point
- for students who need to be more protected or isolated to minimize distractions and sources of agitation during the height of a crisis, ensure that staff supervision is maintained at a higher level as needed by involving non-teaching and management staff in evacuation drills

Many students at Giant Steps Tasmania have individualised **medication** schedules.

Classrooms decide:

- who is going to gather and transport to the muster point the medications, supplies and equipment needed for the students
- how medicines will be stored in an emergency, as heat waves and power outages can affect the potency and integrity of some medications. [Cold packs are available among the school emergency supplies. If there is a power outage, these cold packs can extend the safe temperature range of medications requiring cold storage until power is restored.]
- how to make, store and transport to the muster point the lanyards and cards with contact and medical information for students [Classrooms ensure that students' contact and individual medical information is on a laminated card with a lanyard and that, wherever possible, these are put on when the students are at the muster point.]

Many students at Giant Steps Tasmania have **additional communication needs**. In order to accommodate these needs, classroom staff:

- give clear, succinct verbal instructions
- communicate important information through gestures
- provide pictorial representations for emergency words and instructions such as:
 - Emergency
 - Keep Calm

- We're OK
- It's OK
- Listen
- Follow
- Let's go
- Fire Exit

Many students at Giant Steps Tasmania need **time** to comprehend an emergency, therefore many of Giant Steps Tasmania's evacuations are planned. Classroom staff:

- prepare students for changes to their normal routine and, for most drills, prepare the students for what is going to happen. **Once a term, or as determined by the principal, there is an unplanned drill.**
- allow for the discussion (e.g. through social stories) of events around emergency procedures/ drills in a safe and familiar setting after evacuations.
- provide students with choices in activities after emergency procedures/ drills to return a sense of control to them.

Many students at Giant Steps Tasmania have **Behaviour Support needs**. It is important that everyone in the class team knows what these needs are and how best to support the students in stressful times.

Following a drill or an actual Emergency Situation, class teams undertake a review (see **Addendum 6**). The Review is handed to the Principal within 24 hours of a drill taking place and as soon as possible after an actual Emergency Situation.

The Principal considers the Reviews with the assistance of the WHS Committee and addresses any deficiencies in practices and procedures.

Authorised by:	Paul Bowman
Position:	Chair of Board
Signature:	
Date revisions accepted:	
Original policy developed by:	Chris Jacobsen
Position:	(Previously) Education Administrator
Date Original Policy developed:	August 2016
Date of last review:	July 2024 (this policy is reviewed annually)
Staff consultation period:	June 2025
Revisions prepared by:	Chris Jacobsen, Fairlight Educational Consulting
Date of next review:	July 2026

This policy is reviewed every 12 months.

Addenda

Addendum 1: Plan for the Evacuation in the Case of Fire of Giant Steps Tasmania (due for review in 2027)

- Emergency Action Guide: Fire
- Safety Roles & Responsibilities

Addendum 2: Phoned-in Threat

Addendum 3: Lock-down Procedures

Addendum 4: Shelter in Place Procedures

Addendum 5: Bus & Casualty Procedures

Addendum 6: Emergency Situation Review

Addendum 1: Plan for the Evacuation in the Case of Fire for Giant Steps Tasmania (2024)

35-37 West Church Street, Deloraine, Tasmania 7305

Purpose

The purpose of this plan is to clearly describe the procedures to be followed in the event of a fire occurring at Giant Steps Tasmania to ensure the safe evacuation of students, staff and visitors.

Buildings

Giant Steps Tasmania consists of the following buildings, in each of which there are Emergency Action Guides (see last page)

- The Drill Hall
- The Savage River Building (Orange Room)
- The Administration Building
- The Pool, Gym and Green Room
- The OT suite
- Red Room and Blue Room

Ensuring the safety of Giant Steps Tasmania's students and staff are the most important considerations during any emergency

PERSONAL PREPARATION

All staff must:

- Know the location of **emergency exits** in the building.
- Plan an **escape route** from their usual places of work to each exit.
- Familiarise themselves with the location of any **break glass fire alarms** in the building.
- Note the location of **fire extinguishers**.
- Familiarise themselves with the Giant Steps Tasmania safety wardens and make sure they have their mobile phone numbers in their phones.
- Familiarise themselves with the location of the first aid kits.

FIRST AID KITS

First aid kits are located in the following areas:

Each classroom
Gym
Pool
Staffroom
Each bus
Administration Assistant's Office

PEOPLE ON SITE

The school operates between the hours of 8.00 – 4.30.

On any given day the following people are likely to be on site:

45 students

40 staff

5 parents/ visitors

EVACUATION PROCEDURES

Upon hearing the alarm or when directed by a Safety Warden:

- Prepare to evacuate. Shut down computers, turn off equipment if it is safe to do so.
 - Direct students' attention to the pictorial representations of expected behaviour.
 - Ensure students leave the room as calmly as possible.
 - Leave all personal effects behind.
 - Make sure that a Safety Warden has the lanyards with students' personal and medical information.
 - For fire, close the doors as you go – **do not lock them**. In the case of a bomb threat, leave doors open.
 - Assist any person in immediate danger.
 - Leave the building via the nearest safe route.
 - Obey all directions from Giant Steps Tasmania safety wardens.
 - Move calmly to the assembly point or other advised area and stay there until the **All Clear** has been given.
 - The teacher in charge of each class will ensure that all students and staff are present and pass details to the Principal (Chief Safety Warden) or his representative.
 - The Chief Safety Warden will collect the 'Sign Out Book' and the 'Visitors' Book' from Reception
 - Follow the instructions of emergency services personnel and Giant Steps Tasmania safety wardens.
 - Wait for the All Clear and instructions for emergency services personnel or Giant Steps safety wardens before re-entering the building.
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- If you discover a fire, ring **000** and provide details of the fire, then ring the Principal (Chief Safety Warden) on **0427281479**.
 - Assist any person in immediate danger (if safe to do so).
 - If safe to do so, close doors to minimise spread of the fire.
 - Attack the fire only if safe to do so.
 - Contact the nearest fire warden and follow their directions.
 - Assist with the evacuation of students as per the **Evacuation Procedures** above.
 - Move calmly to the assembly point or other advised area and stay there until the **All Clear** has been given.
 - The teacher in charge of each class will ensure that all students and staff are present and pass details to the Chief Fire Warden or his representative.
 - The Chief Fire Warden will collect the 'Sign Out Book' and the 'Visitors' Book' from Reception before going to the Assembly Point
 - Follow the instructions of emergency services personnel and Giant Steps Tasmania safety wardens.

EMERGENCY ACTION GUIDE

EVACUATION

**IF YOU HEAR THE ALARM, OR ARE INSTRUCTED
BY THE CHIEF SAFETY OFFICER, GET YOURSELF
AND OTHERS TO SAFETY BY LEAVING
IMMEDIATELY THROUGH THE NEAREST SAFE
EXIT.**



**DEPENDING ON THE LOCATION OF THE EMERGENCY,
GO TO THE ASSEMBLY AREA LOCATED AT:**

- **THE PLAYGROUND**
- **THE SIDE OF THE SCHOOL BUILDING**
- **AN ALTERNATIVE LOCATION AS DIRECTED BY
THE CHIEF SAFETY WARDEN**



Safety Roles and Responsibilities	Mobile
Kimberly Trebilco (Chief Safety Warden) – White Hard Hat	0427 281 479
Ascertain nature of emergency and take appropriate action Ensure the appropriate authority (e.g. Fire Service) has been notified Ensure Safety Wardens are advised of the situation If necessary sound alarm and control entry to the affected area Ensure evacuation (if appropriate) and all other action recorded in an Incident log Collect the 'Sign Out Book' and the 'Visitors' Book' from Reception	
Karina Johnstone (Deputy Chief Safety Warden) – White Hard Hat	0407 538 788
Brief appropriate authority (e.g. Fire service personnel) on arrival Deputise for Chief Safety Warden if required, otherwise assist Chief Safety Warden	
Larisa Shaw (Room Safety Warden) – Red Hard Hat	0419 371 597
Communicate with Chief Safety Warden and act on their instructions Ensure doors (including fire doors and smoke doors) are closed / remain open as appropriate Collect Medication and take to muster point in the event of an evacuation Collect cards (ideally with lanyards) with students' contact and medical information and take to muster point if evacuating Assist people with mobility issues Assist with orderly flow of persons to place of safety	
August Jones (Room Safety Warden) – Red Hard Hat	0432 044 857
Communicate with Chief Safety Warden and act on their instructions Ensure doors (including fire doors and smoke doors) are closed / remain open as appropriate Collect Medication and take to muster point in the event of an evacuation Collect cards (ideally with lanyards) with students' contact and medical information and take to muster point if evacuating Assist people with mobility issues Assist with orderly flow of persons to place of safety	
Nataliia Stakh (Room Safety Warden) – Red Hard Hat	0429 219 901
Communicate with Chief Safety Warden and act on their instructions Ensure doors (including fire doors and smoke doors) are closed / remain open as appropriate Collect Medication and take to muster point in the event of an evacuation Collect cards (ideally with lanyards) with students' contact and medical information and take to muster point if evacuating Assist people with mobility issues Assist with orderly flow of persons to place of safety	
Tina Knowles (Room Safety Warden) – Red Hard Hat	0498 197 060
Communicate with Chief Safety Warden and act on their instructions Ensure doors (including fire doors and smoke doors) are closed / remain open as appropriate Collect Medication and take to muster point in the event of an evacuation Collect cards (ideally with lanyards) with students' contact and medical information and take to muster point if evacuating Assist people with mobility issues Assist with orderly flow of persons to place of safety	
Melissa Marshall (Room Safety Warden) – Red Hard Hat	0427 992 893
Communicate with Chief Safety Warden and act on their instructions Ensure doors (including fire doors and smoke doors) are closed / remain open as appropriate Collect Medication and take to muster point in the event of an evacuation Collect cards (ideally with lanyards) with students' contact and medical information and take to muster point if evacuating Assist people with mobility issues Assist with orderly flow of persons to place of safety	
Leanne Osmond/Susan Drake (Communication Officers) – White Soft Cap	0434 544 519/ 0418 537 811
Notify appropriate authority (e.g. Fire Service) and brief personnel on arrival if Deputy Chief Safety Warden is off-site Transmit and record instructions from Chief Safety Warden & Communicate with wardens Maintain an incident log	

Addendum 2: Phoned-in Threat Procedures

On receiving a telephoned threat, the person taking the call should:

- Keep the caller talking (do not hang up).
- Remain calm and do not say or do anything that may encourage irrational behaviour.
- Ask someone else to ring **000** and the Principal on **0427281479**. (write down instructions and pass to a 3rd party)
- **DO NOT** use mobile phones. Turn them off.
- Complete the **Phoned-in Threat Checklist** on the next page.
- Once the call has ended a Safety Warden will ensure that the alarm is sounded (if it is safe to do so, otherwise non-teaching staff will advise the classes to evacuate).

Everyone must:

- Follow the Safety Warden's instructions.
- Evacuate the building via alternative exits, leaving doors and windows open.
- Take personal belongings with them, noting (**but not touching**) any suspicious parcels in the area as they leave.
- Move to the assembly point maintaining a clear distance from parked vehicles.
- Move calmly to the assembly point or other advised area and remain until the **All Clear** is given.
- The teacher in charge of each class will ensure that all students and staff are present and pass details to the Principal or her/ his representative.
- The Chief Safety Warden will collect the 'Sign Out Book' and the 'Visitors' Book'
- Follow the instructions of emergency services personnel and Giant Steps Safety Wardens.

PHONED-IN THREAT CHECKLIST

General Questions to Ask

1. What is it?
.....
2. When is the bomb going to explode? OR
When will the substance be released?
.....
3. Where is it?
.....
4. What does it look like?
.....
5. When was it put it there?
.....
6. How will the bomb explode? OR
How will the substance be released?
.....
7. Did you put it there?
.....
8. Why did you put it there?
.....

Chemical/Biological Threat Questions

1. What kind of substance is in it?
.....
2. How much of the substance is there?
.....
3. How will the substance be released?
.....
4. Is the substance a liquid, powder or gas?
.....

Bomb Threat Questions

1. What type of bomb is it?
.....
2. What is in the bomb?
.....
3. What will make the bomb explode?
.....

Exact Wording of Threat

.....

Caller's Voice

Accent (specify)
 Verbal mannerism (specify)
 Volume (loud, soft etc.)
 Speed (fast, slow etc.)
 Diction (clear, muffled etc.)
 Manner (calm, emotional etc.)
 Did you recognise the caller?
 If so, who do you think it is?
 Was caller familiar with the area?
 Gender of caller Male / Female
 Estimated age

Language

Well spoken
 Incoherent
 Irrational
 Taped
 Message read by caller
 Abusive
 Other

Background Noises

Street
 House
 Voices
 Music
 Machinery
 Other

Notes

.....

Call Taken

Date Time
 Duration of call
 Number called

Action (after speaking to Principal)

Report call to
 Phone Number
 Other action(s)

Name (Print)

Signature

Addendum 3: Lock-down Procedures

Purpose

The purpose of this plan is to clearly describe the procedures to be followed in the event of a lock-down of the buildings being necessary to ensure the safety of students, staff and visitors. A possible reason for a lock-down might be a civil disturbance or other act of violence.

Procedures

It is unlikely that the alarm will be sounded, instead the Chief Safety warden will inform staff of the danger in person or by phone.

- While the Lockdown is taking place, staff will communicate through a pre-established internal channel.
- The Chief Safety Warden will ensure that all blinds are lowered and that all staff and students are moved away from windows.
- The Chief Safety Warden will collect the 'Sign Out Book' and the 'Visitors' Book' from Reception
- In most cases, it would not be helpful to alert students to the danger from outside.
- If a lesson is taking place, the class team will, if necessary, switch the activity to something stress-free and enjoyable for the students
- If students are on break, they will be returned to their classroom immediately
- If students are off-site, or on an excursion, the Chief Safety Warden will inform the staff where they should take the students to ensure their safety.
- Parents/ Careers will be informed of the situation and will be advised not to come to the school to collect the students until they are told it is safe to do so.
- Staff, visitors and students will not leave the building until they are told it is safe to do so by the Chief Safety Officer or Emergency Services personnel.
- All staff, visitors and students must follow the instructions of emergency services personnel and Giant Steps Tasmania safety wardens at all times.
- If you become aware of civil disturbance, intruder attack or armed threat, notify police on **000** and the Principal on **0427281479**.
- Note as many details as possible.
- Keep well clear of the disturbance/ intruder and do not say or do anything that may encourage irrational behaviour.
- The Principal may issue 'lock-down' instructions.
- Follow closely the instructions of emergency services personnel and Giant Steps Tasmania Safety Wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or Giant Steps Tasmania Safety Wardens.
- Stay clear of windows.

The images on the next page can be used in the classroom to support messages about Lockdown Procedures.



Preparing for Lockdown ('Hide')

How to plan for 'Hide'

- Every room plans how a lockdown would be carried out
- Door hardware is checked
- Offsite assembly points are allocated

Lockdown drills

- Practise the actions
- Messaging (back-up with pictures/ images)
- Observe drills, review and learn

Addendum 4: Shelter in Place Procedures

Purpose

The purpose of this plan is to clearly describe the procedures to be followed in the event of Shelter in Place being necessary to ensure the safety of students, staff and visitors. A possible reason for a Shelter in Place is an extreme weather condition, such as flooding or bushfire.

Procedures

It is unlikely that the alarm will be sounded, instead the Chief Safety warden will inform staff of the danger in person or by phone.

- While it might be possible for students to stay in their classrooms in a Shelter in Place situation, if the Chief Safety Warden considers it would be safer they may instruct Green and Red Room Students to move into the Arts Room, and Orange and Blue Room students to move into the Blue Room classroom. (The Safe Areas).
- The Chief Safety Warden will collect the 'Sign Out Book' and the 'Visitors' Book' from Reception
- In most cases, it would not be helpful to alert students to the danger.
- If a lesson is taking place, the class team will, if necessary, switch the activity to something stress-free and enjoyable for the students
- If students are on break, they will be returned to their classrooms or the Safe Areas immediately.
- If students are off-site, or on an excursion, the Chief Safety Warden will inform the staff where they should take the students to ensure their safety.
- Parents/ Careers will be informed of the situation and will be advised not to come to the school to collect the students until they are told it is safe to do so.
- Staff, visitors and students will not leave the building until they are told it is safe to do so by the Chief Safety Officer or Emergency Services personnel.
- All staff, visitors and students must follow the instructions of emergency services personnel and Giant Steps Tasmania safety wardens.
- In an Extreme Weather Situation, it is likely the principal will be notified by external agencies. However if, for example, you are off-site and you become aware of a situation, notify police on **000** and the Principal on **0427281479**.
- Follow closely the instructions of emergency services personnel and Giant Steps Tasmania Safety Wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or Giant Steps Tasmania safety wardens.

Addendum 5: Bus & Casualty Procedures

In the event of an emergency occurring at Giant Steps Tasmania before the buses have arrived at school in the morning or when one or more of the buses is carrying students out on an excursion, the Principal (or a member of staff designated by him) will contact each bus and instruct the driver as to an appropriate course of action (e.g. to take the students to an alternative venue until it is safe to return to school.)

If a student, visitor or staff member is injured during an Emergency drill or event, assess the situation

- **Do not** move a casualty unless they are exposed to a life-threatening situation.
- If you are not a first aider, contact the nearest **first aider**.
- In extreme emergency situations contact the ambulance service by dialling **000** then ring the Principal on **0427 281 479**.
- Arrange for the ambulance to be met at the front gate or other nominated area.
- Remain with the casualty and administer first aid as appropriate until assistance arrives.
- Follow the instructions of emergency services personnel and Giant Steps Safety wardens.

Addendum 6: **EMERGENCY SITUATION: Review**

Room: _____

Date: _____

Type of Emergency: _____

Practice/ Actual: _____ Planned/ Unplanned: _____

How were you informed of the Emergency? _____

Were the instructions you were given clear? _____

If, no, please explain problems: _____

If you had to move to another part of the site state where _____

How long did this take? _____

Did you have the following at the assembly point (if not, please give reason):

Attendance Sheet ☐ _____

Necessary Medication ☐ _____

Student Information Cards ☐ _____

First Aid Bumbag ☐ _____

In your opinion, are there ways that the safety of students and staff could have been improved?

Please continue on reverse if necessary