

Hospital School Emergency Management Plan

1/6/2025

site details

Site name	Hospital School	Total enrollments	35
Site number	06	Total staff	20
Site address	7 Benne Road, Benne College	Year levels	R-11
Hours of operation	9:40am to 5:45pm	Lesson times	10:30am to 5:20pm (Thursday finish is at 4:20pm)

building details

Total buildings	1	Any other services on site?	St Lollys Children's Hospital
Has an oval	No		
Has courts	No		

risk rating

	N/A	Low	Medium	High
Bushfire	X			
Fire			X	
Bomb threat			X	
Intruder			X	
Student violence		X		
Hostile mobs		X		
Violence from patients		X		

roles and responsibilities

Role	Who	Responsibility
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Chief Warden	Principal	Effectively manage the emergency.
Deputy Chief Warden	Deputy Principal	Assist the Chief Warden as needed.
Emergency Services Liaison	Receptionist	Communicate with emergency services and assist them with access to buildings.
Communications Officer	Admin support	Communicate the sector and parents.
First Aider	SSOs and teachers	Provide first aid and food.

on-site evacuation

Signal		Duration	
All clear signal		Location	
All evacuations are off-site			

off-site evacuation

Signal	<u>Hospital enacting it:</u> audible note.bit with 'EMERGENCY! EVACUATE NOW!!!' in chat <u>School enacting it:</u> Chief Warden going to all classes and alerting them to evacuate	Duration	Until evacuation complete
All clear signal	Chief Warden announcing it	Location	Grassed area opposite hospital
- Close doors (if safe to do so) - Move to assembly area through the back school door - Collect any stragglers along the way ONCE AT ASSEMBLY AREA - Form classes - Do the roll			

- Report any missing students to Deputy Chief Warden
- Staff get names checked off by Deputy Chief Warden

lockdown

Signal	<u>Hospital enacting it:</u> audible note.flute with 'EMERGENCY! LOCKDOWN NOW!!!' in chat <u>School enacting it:</u> Chief Warden going to all classes and alerting them to lockdown	Duration	3 minutes
All clear signal	Chief Warden announcing it		
- Move to a secure location and lock doors - Grab any stragglers outside - Cover windows with paintings - Crouch down and stay out of sight - When all clear is given by Chief Warden follow their instructions			

lock-in

Signal	Chief Warden going to all classes and alerting them to lock-in	Duration	Until lock-in complete
All clear signal	Chief Warden announcing it		
- Move to a secure location and lock doors or gates - Continue on with activities if possible and safe to do so - Await all clear then follow Chief Wardens instructions			

any other additional information?

We have our school within the St Lollys Children's Hospital, so sometimes we will be evacuated or put into lockdown at the discretion of the hospital, but we also have the ability to just do it ourselves. When we visit other hospitals, schools or students' homes we will use these plans where applicable as well as theirs.