

## Emergency Management Policy

### RATIONALE

The effective and efficient management of any emergency is critical to the safety and well-being of students, staff and college visitors, as well as essential in minimising damage to college morale, reputation and property.

### AIM

To be able to respond to any emergency which may occur.

### PROCEDURES

- Emergency Management will be in line with Interserve Disaster Recovery Plan which details the actions that will be implemented in the case of a Major Incident at St. Cecilia's College.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Adequate counselling and trauma support will be a feature of the plan.
- At least one unannounced emergency evacuation drill will occur each year.
- All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the appropriate authority.
- Incidents which occur during college hours, during camps, excursions or outdoor adventure activities, which occur during travel to or from College, involve the media, or issues for potential negligence of legal liability must also be reported.

When a member of staff is faced with an emergency, they press \*2222 keys on the phone in the room.

This rings a dedicated phone in Reception, with a different ring tone and flashing light. The room number will be displayed on the screen.

On receipt of the emergency call, the receptionist will

- ring a neighbouring extension and ask the member of staff to go directly to the room in question;
- contact a member of the Leadership Team to provide follow-up assistance;
- radio Building Supervisor if required, using two-way radio in reception;
- contact emergency services if required (i.e. ambulance, fire, police);
- contact parent if appropriate;
- complete a report of the incident.

Those who respond to the emergency should contact reception with further instructions e.g. contact emergency services, parent, Interserve FM, DSO Cleaning etc.

## **EMERGENCY PLAN**

### **Outside School Hours**

- The Leadership Team will be the first point of contact.
- Leadership Team will refer to Emergency Plan and access Emergency Contact List.
- Appropriate personnel and/or emergency services will be contacted. When appropriate school texting service will be used to contact staff.
- Employ conflict resolution skills.
- Implement media strategy.
- Establish support mechanisms for school community using internal personal and outside agencies on an individual or group basis.
- Maintain contact with injured parties and put in place strategies for reintegration.
- Maintain written report/record of events.

### **During School Hours**

- Inform office and initiate management strategy involving internal communication system.
- Deal with injured party and/or any other parties.
- Contact appropriate personnel and/or emergency service.

### **Emergency Contact Numbers**

- Fire Service - 71264321
- PSNI - 71367337
- Estate Services (Security) - 71267268
- CCMS (Derry) - 71261931
- CCMS (Holywood) - 90426972
- E.A. (W) - 82411411
- DE (Bangor) - 91279000
- Social Services (Riverview) - 71266111

**This policy was last reviewed by the Leadership Team: November 2016**

**Due to be Reviewed: November 2018**