



ARBOR PRIMARY

EMERGENCIES POLICY

Emergency policies in schools are designed to ensure the safety and well-being of students, staff, and visitors in the event of various emergencies. These policies typically cover a range of situations, including natural disasters, medical emergencies, security threats, and other unforeseen events.

At Arbor, we take emergencies very seriously and aim to ensure our children can remain safe while under our care

I. Fire

All of our classes are equipped with Fire Extinguishers should their be a need for them.

We have installed a fire alarm that can be pulled to sound the alarm throughout the school.

Each class has a picture of their designated exit route to avoid crowding different exits.

We practice our fire drills once a term to ensure the children are familiar with their designated route.

Our Muster Point is outside by our playground, away from the building.

Teachers would have their attendance log and will ensure that all the children are accounted for.

Administrative staff would take a final walk through the building to ensure all students and staff are safely evacuated.

Parents would be contacted depending on the severity to collect children as the building would be inspected for damages. An email would be sent, alongside a message on EduPage and a message via WhatsApp.

II. Earthquake

As per guideline, our protocol during an earthquake would be for children to go under their desks for the duration of the active earthquake.

Once the shaking has stopped, the teacher will guide the children outside using their designated exit route to our Muster Point.



Teachers would have their attendance logs to account for all the children at school.

Administrative staff would take a final walk through the building to ensure all students and staff are safely evacuated.

Parents would be contacted depending on the severity to collect children as there are often aftershocks to be considered and the building would be inspected for damages. An email would be sent, alongside a message on EduPage and a message via WhatsApp.

III. Intruder

Our protocol for an intruder entering the building is alerting classes via an alarm.

Once teachers hear the alarm, they will lock doors, turn off lights, block windows on the door and hide in one corner of the class.

Only once a special sound is heard, would teachers open up doors and explain to the children that the threat has gone.

Parents would be contacted so that they can ensure that you can discuss what happened with the children as well.

IV. Medical Emergency

We do have teachers trained in First Aid on our staff for more basic emergencies.

Should a child require special intervention, we would call the hospital to pick up the child and take them to the hospital OR take the child straight, after contacting the parent, depending on the emergency.

As part of our registration process, parents would have filled out what hospitals they would want their child sent to. We would use that as a guide to our next steps.

Children with allergies should walk with their medication every day, or leave some in school should they need to take it.



V. Parent Communication

Arbor has many outlets to communicate with parents.

Email – An email would be sent out to all parents identifying an emergence and advising what is required

Edupage – This is our portal the we use to send school updates, assignments and teacher/parent communication. A message would go out here with the same information from the email.

WhatsApp Chats – All classes have WhatsApp group chats. Each class has a representative to take information from the email to send into the class chats. In emergencies, the principal is in all groups and will send out emergency correspondences here.

VI. Training and Drills:

Regular training sessions and emergency drills help familiarize students and staff with the emergency procedures. This will be done once a term.

Mock drills for fire evacuations, lockdowns, and other scenarios help ensure a quick and organized response during a real emergency.

VII. Emergency Contacts:

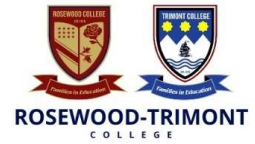
Maintaining up-to-date emergency contact information for students and staff is essential. All teachers have access to parents contact information. If you have any changes to your contact information at any point, it is important to let the school know.

VIII. Reunification Procedures:

In the aftermath of an emergency, parents would have received communication on the next steps. Whether it is a time to collect the children, or a secondary location based on the severity of the emergency. Class teachers would stay with children in their class until all children have been collected.



EDFAM SCHOOLS



IX. Review and Revision:

On an annual basis, we will review our procedures and update them where required. All staff, parents, and students are expected to be familiar with and adhere to the most current version of the policy