



**ST MARY'S  
COLLEGE**

# **Emergency and Critical Incident Management Procedures**

## **Purpose**

The College is committed to providing a safe and secure environment for all students, staff and visitors. This document outlines how the College prepares for and responds to emergency situations. The procedures described form part of the College's broader Emergency Management Plan and are designed to ensure that emergencies are managed in a calm, organised and effective manner.

## **Preparedness**

The College maintains an Emergency Management Plan that identifies potential risks and outlines appropriate response procedures. Staff receive guidance on emergency protocols and the College conducts regular emergency drills so that students and staff are familiar with the actions required in different situations. These drills help ensure that everyone understands how to respond safely and efficiently in the event of a real emergency.

## **Types of Emergencies**

The College prepares for a range of potential emergency situations, including but not limited to:

- Fire
- Medical emergencies
- Lockdown situations where there may be a threat within or near the school
- Evacuation from buildings or specific areas
- Community incidents that may affect the safety of the school environment

## **Emergency Response Procedures**

### **1. Evacuation**

An evacuation is initiated when it is safer for students and staff to move away from buildings or specific areas of the school, such as during a fire or similar hazard. Teachers supervise students and escort them to designated assembly areas. Once assembled, staff conduct roll checks to ensure all students are accounted for.

In rare circumstances where the school grounds cannot be safely occupied, students may be relocated to Alma Park or the grounds of St Mary's Parish or Primary School under staff supervision. Parents and guardians will be notified if this occurs.

## 2. Lockdown

A lockdown may be implemented if there is a potential threat within or near the school grounds. During a lockdown, classrooms and buildings are secured and students remain inside under the supervision of staff. The lockdown remains in place until it is safe to resume normal activities or until further instructions are provided by emergency services.

## 3. Medical Emergency

In the event of a medical emergency, staff will provide first aid. Emergency services will be contacted where required. The safety and wellbeing of the student or individual involved is the priority, and parents or guardians will be notified as soon as practicable.

## 4. Bomb Threat

If a bomb threat is received, the College will follow established procedures and immediately notify emergency services. Staff and students may be required to evacuate the premises or remain in secure locations depending on the advice provided by authorities.

## 5. Suspicious Item

If a suspicious item is identified on school grounds, the area will be isolated and staff will notify school leadership immediately. Emergency services may be contacted and appropriate safety procedures implemented.

## 6. Severe Weather

Severe Weather procedures are used when conditions outside the classroom pose a risk. Students remain inside buildings in safe and protected areas until the situation has passed.

## 7. External Emergency

An external emergency refers to a situation occurring in the local community that may impact the safety of the College, such as a police operation, environmental hazard or nearby incident. The College will follow the direction of emergency services and may implement lockdown, evacuation or shelter-in-place procedures as appropriate.

## 8. Transport Accident Emergency

If a transport accident occurs involving students or staff during a College activity or travel to and from school events, staff will prioritise the safety and wellbeing of those involved. Emergency services will be contacted where required and families will be informed as soon as possible.

## Communication with Families

In the event of a significant emergency, the College will communicate with families through the school's established communication channels, which may include SMS notifications, email, the parent communication platform, or updates on the school website.

To ensure emergency services and school staff can focus on managing the situation, families are asked not to contact the College during an emergency unless absolutely necessary.

## **Student Collection**

If students need to be collected from the College due to an emergency, families will receive clear instructions from the school. Students will only be released to authorised contacts recorded in the College's records and identification may be required.

## **Commitment to Safety**

The College regularly reviews its emergency management procedures to ensure they remain effective and aligned with best practice. Through planning, training and clear communication, the College aims to ensure the safety and wellbeing of all members of the school community.

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