



EMERALD SECONDARY COLLEGE

AIR QUALITY POLICY

PURPOSE

The school is responsible for ensuring the safety of all staff and students in the event of an emergency. In the interests of health and safety there may be instances when the school will be required to be in a 'lockdown' situation until the risk or danger has been taken care of. The decision to lockdown could be the opinion or direction of the relevant Emergency Services.

POLICY

The following procedures should be undertaken in the event the Principal (or person in charge of the school at that point in time) deems it necessary for the school to enact our Air Quality Policy. It is anticipated that if such an occasion does occur then the school will liaise closely with the relevant emergency services.

Incident during Class Time

1. Brief message relayed via the p.a. system (refer to message below)
2. Students are instructed that this is a safety procedure and they are to remain in the room.
3. All staff are required to close classroom doors and close windows.
4. Students out of class are to proceed to their classroom as quickly as possible.
5. Teachers not teaching, including Principal class, are to direct students who are not in class to their classroom.
6. Students who are allocated a private study session need to remain in the study area for the duration of the lockdown.
7. Advise the Security Services Unit that the Air Quality Policy has been engaged.
8. Students and staff are expected to stay inside until the situation is resolved.

PA Announcement - *Could staff please refer to an important email regarding air quality in the area. Thank you.*

Email to Staff – *Due to the poor air quality in the area we will enact our Air Quality Policy. Please limit student movement during this time by only allowing students to leave the classroom if it is urgent they do so. Please shut all windows and doors. Please inform students that there is no immediate danger and to refrain from contacting their parents.*

Incident Outside of Class Time – (am/recess/lunch/pm)

1. Brief message relayed via the p.a. system (refer to message below)
2. Normal bell is sounded with an announcement that students are to move to their next period.
3. All teachers **NOT** on yard duty are to move out to the school grounds to assist duty teachers to direct students back into the nearest school buildings.
4. Teachers should then ensure that both internal and external doors are locked.
5. Students and staff are expected to stay inside until the situation is resolved.

PA Announcement - *Due to poor air quality in the area, could staff and students please move quickly inside to their next scheduled class. Staff, please ensure that you assist students and refer to your email.*

Email to Staff – *Due to the poor air quality in the area we will enact our Air Quality Policy. Please limit student movement during this time by only allowing students to leave the classroom if it is urgent they do so. Please shut all windows and doors. Please inform students that there is no immediate danger and to refrain from contacting their parents*

Further Information

1. Communication via the Public Address system will be kept to a minimum.
2. Staff if they have a mobile phone on them should turn this on and keep it clear so that the Principal Team may use this as a way of communicating with them.
3. Air Quality SMS Global Message - the following message is to go out to the parents in the event of a lockdown. It can only be sent if a member of the Principal Team gives approval.

SMS to Parents

Important Update - *Parents/Guardians,*

Emerald Secondary College has enacted the Air Quality Policy. All students and staff are remaining indoors. The situation is under control and all students and staff are safe. Please do not attempt to come up to the College and refrain from calling your child. We will send another SMS with updates

4. The Principal (or person in charge) will use the Public Address system once the emergency has subsided and the go ahead has been given for the rooms to be vacated.

PA Announcement – *Could staff please refer to an important email regarding air quality in the area. Thank you.*

Email to Staff – *The air quality has improved and we can resume normal activities. Thank you for your support.*

SMS to Parents

Important Update - *Parents/Guardians,*

The air quality has improved and students and staff have resumed normal activities. Thank you for your support.

Actions after Lockdown to be undertaken by the Principal or nominee

1. Confirm with Emergency Service personnel and the Security Services Unit that it is now safe.
2. Ensure any students, staff or visitors with medical or other needs are supported.
3. Follow up with any students, staff or visitors who need support.
4. Seek support from the Manager, Operations and Emergency Management at the region as required.
5. Prepare and maintain records and documentation.
6. Undertake operational debrief as required.

FURTHER INFORMATION AND RESOURCES

- Emergency Management Plan

REVIEW PERIOD

This policy was approved by the Policy Sub Committee on 30th May 2019 and is scheduled for review on May 2022.