



The Apple International Community School

EMERGENCY, EVACUATION AND CRISIS MANAGEMENT POLICY

2026-2027 POLICY INFORMATION

Policy Written	August 2021
Policy Updated	June 2026
Policy to be reviewed	June 2027
Approved by	Principal - Ms Pretty



1. Purpose

Apple International Community School is committed to providing a safe environment for students, staff, visitors and contractors. This policy establishes the school's arrangements for responding to emergencies, evacuations and crisis situations. It aims to ensure that emergencies are managed in a calm, coordinated and effective manner, with priority given to the protection of life, student accountability, communication and continuity of essential school operations.

2. Scope

This policy applies to all students, staff, visitors, contractors and other persons present on school premises or participating in authorised school activities. It covers emergencies including fire, medical incidents, security threats, lockdown, severe weather, chemical incidents, utility failures, transport incidents, missing students and other situations that may affect the safety or operation of the school.

3. Emergency Management Principles

During any emergency, AICS shall follow the following priorities:

Protect Life → Raise Alarm → Respond → Evacuate/Protect → Account → Communicate → Recover

The school shall maintain appropriate emergency plans, trained personnel, emergency equipment and communication arrangements. No person shall place themselves or others at unnecessary risk while responding to an emergency.

4. Responsibilities

Role	Main Responsibility
Principal	Overall leadership, major decisions and external coordination
Manager - School Operations	Emergency coordination, facilities, evacuation and logistics
HSE / Safety Representative	Emergency procedures, risk assessment, drills and incident records
Security	Access control, emergency services access and site security
Facilities Team	Building systems, utilities and technical support
Clinic / First Aiders	First aid and medical emergency response
Teachers	Student supervision, evacuation and headcount
Transport Team	Transport-related emergency coordination
IT / Administration	Communication systems, records and contact support
Safeguarding Lead	Student welfare and safeguarding during emergencies

The principal or designated Incident Controller may activate the school's Crisis Management Team when required.

5. Emergency Situations

AICS shall maintain arrangements for responding to the following situations:

Fire or Smoke

The alarm shall be raised immediately and the building evacuated using designated routes. Students and staff shall proceed to the assigned Safe Zone/assembly area and remain there until the all-clear is given.

No person shall re-enter the building unless authorised by the appropriate authority.

Medical Emergency or Serious Injury

The clinic/first aider shall be contacted immediately. Emergency medical services shall be contacted where required. First aid shall be provided within the responder's competence, and the incident shall be reported through the school's incident reporting process.

Security Threat / Intruder

Security and school leadership shall be informed immediately. Depending on the nature of the threat, the school may initiate evacuation, lockdown or shelter-in-place procedures. Emergency services shall be contacted where necessary.

Chemical or Laboratory Emergency

The affected area shall be isolated and evacuated where necessary. Only trained personnel shall manage spills using appropriate procedures and equipment. Serious incidents shall be escalated to emergency services.

Severe Weather

Where extreme heat, dust, heavy rain, strong winds or other environmental conditions create a safety concern, outdoor activities may be suspended and alternative arrangements implemented.

Utility Failure

Electricity, water, HVAC, lift or other critical service failures shall be assessed by Operations/Facilities. Affected areas may be closed until safe conditions are restored.

Transport Emergency

In the event of a school bus accident, fire, breakdown or other emergency, student safety and accountability shall be prioritised. Emergency services shall be contacted where required, and the school leadership and Transport Coordinator shall be informed.

Missing Student

Any missing student shall be reported immediately to the responsible coordinator and school leadership. The last known location shall be established, relevant CCTV/access information may be reviewed, and emergency services shall be contacted where appropriate.

6. Evacuation Procedure

When evacuation is required:

1. Raise/activate the alarm.
2. Stop all activities.
3. Teachers shall lead students through the designated evacuation route.
4. Students shall move calmly and shall not collect personal belongings.
5. Staff shall assist persons requiring additional support.
6. Everyone shall proceed to the designated Safe Zone/assembly point.
7. Teachers shall conduct a student headcount.
8. Staff and visitor accountability shall also be completed.
9. Missing or unaccounted persons shall be reported immediately.
10. No person shall leave the assembly area without authorisation.
11. Re-entry shall only take place after the official all-clear.

The school's **Safe Zone Evacuation Plan** shall identify evacuation routes; emergency exits and assembly areas.

7. Lockdown and Shelter-in-Place

Where remaining inside the school is safer than evacuating, the principal or authorised person may initiate lockdown or shelter-in-place procedures. Staff shall secure the designated area, maintain student supervision, restrict unnecessary movement and follow official instructions until the all-clear is given.

Staff and students shall not leave a secure area unless instructed by authorised personnel or emergency services.

8. Student Accountability

Student accountability is a critical part of every emergency response. Teachers shall maintain accurate attendance records and conduct a headcount following evacuation or when students are moved to another location. Any discrepancy shall be reported immediately to the responsible coordinator. Students shall remain under staff supervision until the situation has been resolved or an authorised collection/release process has been implemented.

9. Emergency Communication

AICS shall maintain suitable emergency communication methods, including the PA system, telephone/mobile communication, radios and approved school communication channels.

Emergency information shall be:

- Accurate and timely.
- Issued only by authorised personnel.
- Appropriate to the circumstances.
- Respectful of student and staff confidentiality.

Staff shall not share unverified information, photographs or confidential incident details through personal social media or messaging platforms. Parents/guardians shall receive official communication from the school when appropriate.

10. Emergency Equipment

The school shall maintain and periodically check relevant emergency equipment and systems, including:

System / Equipment	Control
Fire Alarm	Testing and maintenance
Emergency Lighting	Inspection and testing
Fire-Fighting Equipment	Inspection and maintenance
First-Aid Equipment	Inventory and replenishment
Emergency Exits	Routine inspection
PA / Communication System	Functional checks
Emergency Plans	Review and update
Radios	Availability and charging
CCTV / Access Control	Functional monitoring
Any defective emergency equipment shall be reported and corrective action initiated.	

11. Emergency Drills and Training

AICS shall conduct appropriate emergency drills and exercises to ensure staff and students understand emergency procedures.

Drills may include:

- Fire and evacuation drills.
- Lockdown/security exercises.
- Medical emergency exercises.
- Crisis/tabletop exercises where appropriate.

Drills shall be recorded and reviewed. Identified weaknesses shall be addressed through corrective actions, training or changes to procedures. Staff shall receive appropriate emergency and evacuation awareness as part of induction and ongoing training.

12. Crisis Management and Business Continuity

For a major incident, the principal may activate the Crisis Management Team. The team shall assess the situation, coordinate emergency response, communicate with relevant stakeholders and determine whether school operations can continue safely.

Where necessary, the school may:

- Close affected areas.
- Relocate classes.
- Modify school activities.
- Suspend transport or outdoor activities.
- Temporarily close the school.
- Implement alternative arrangements for essential operations.

Reopening shall only take place when the school considers the premises and operations safe and appropriate, taking account of relevant authority or emergency-service directions where applicable.

13. Incident Reporting and Recovery

All significant emergencies, accidents and drills shall be documented. The report shall include the nature of the incident, actions taken, persons affected, emergency services involved, evacuation/accountability information and corrective actions.

Following a significant emergency, the school shall conduct a review to identify lessons learned and improvements required. Where an incident has affected students or staff, appropriate welfare and safeguarding support shall be considered.

14. Policy Monitoring and Review

The Manager - School Operations/HSE shall monitor the implementation of this policy through inspections, drills, incident reviews and corrective action tracking.

This policy shall be reviewed annually or earlier if there is:

- A significant emergency or serious incident.
- A major change to the school premises.
- A significant change in school activities.
- A change in relevant authority requirements.
- A finding from a drill, inspection or audit requiring policy revision.