



EMERGENCY MANAGEMENT POLICY

RATIONALE:

- The effective and efficient management of emergency incidents is critical to the safety and well being of students, staff and school visitors, as well as essential in minimizing damage to school property.

AIMS:

- To provide a safe environment for all, irrespective of emergencies which may occur.

IMPLEMENTATION:

- The school maintains a current emergency management plan, which clearly describes how the school will respond during an emergency to ensure ongoing safety to staff, students and visitors.
- The emergency management plan is consistent with advice provided by the Department of Education and Training's (DET) '*Managing School Emergencies*' advice available at:
- [https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx&AuthResend1908BC2350124b5095AB75012FA405BA#/app/content/2353/support and service \(schools\)%252Fstudent safety and support%252Femergency and critical incidents%252Fmanaging incidents](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx&AuthResend1908BC2350124b5095AB75012FA405BA#/app/content/2353/support%20and%20service%20(schools)%252Fstudent%20safety%20and%20support%252Femergency%20and%20critical%20incidents%252Fmanaging%20incidents)The emergency management plan is prominently displayed, developed in consultation with local emergency services and all staff, and consistent with DET's Emergency Management procedures.
- The safety of staff, students and visitors is the prime focus of emergency management plan.
- Adequate counselling and trauma support are features of the plan.
- One pre-announced and one unannounced emergency drill involving local emergency services (if available) will occur each semester.
- All emergency and criminal activity in which the safety or well-being of staff or students at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch on ph: **(03) 9589 6266** or Incident Support and Operations Centre: 1800 126 126
- Incidents which occur during camps, excursions or outdoor adventure activities, during travel to and from school, involve the media, or issues for potential negligence or legal liability must all be reported.
- Each emergency drill will be logged in a register with time, date, comments and actions to be taken.

REVIEW CYCLE

- This policy will be reviewed as part of the school's three-year review cycle.
- The Emergency Management Plan will be reviewed annually and after each emergency drill.

This policy was last updated in November 2019 and is scheduled for review in October 2022.