



EMERGENCY MANAGEMENT POLICY

RATIONALE

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

AIMS

To provide a safe environment for all, irrespective of a variety of emergencies that may occur.

IMPLEMENTATION

- The school is required to maintain a current Emergency Management Plan. It clearly describes how our school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
- The Emergency Management Plan is consistent with advice provided by the Department of Education and Training's 'Emergency Management Plan' publication available at: <http://www.education.vic.gov.au/school/principals/spag/management/pages/support.aspx>
- The Emergency Management Plan will be accessible to all staff.
- Safety of staff, students and visitors will always be the prime focus of the Emergency Management Plan.
- Adequate counselling and trauma support will be a feature of the plan.
- One on site and one off site emergency evacuation drill, one lock down and one shelter in place drill occur annually.
- All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24hour Emergency and Security Management Branch on Phone: **(03) 9589 6266**
- Incidents which may involve the media or issues with the potential for negligence or legal liability must be reported by the Principal. Incidents which occur during camps, excursions or outdoor adventure activities, which occur during travel to or from school must also be reported.

REVIEW PERIOD

This policy was last updated on 9/7/19 and is scheduled for review on July 2020.