

# Policies

## Emergency Management

Status: 2013

Ratified by School Council: August 2013

### 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 ensure the safety of all staff, students and school visitors in the event of an emergency situation.
- To provide a safe environment for all, irrespective of a variety of emergencies which may occur.

### Guidelines:

- The emergency management plan will be consistent with advice provided by the Department of Education's 'Managing School Emergencies' advice available at:  
<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/EmergencyMgmt.aspx>

### Implementation:

- The school is required to maintain a current emergency management plan, which clearly describes how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors. The plan will include preparedness, prevention, response and recovery actions and personnel.
- The emergency management plan will be consistent with advice provided by the Department of Education's 'Managing School Emergencies' advice available at:  
<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/EmergencyMgmt.aspx>
- The emergency management plan will be prominently displayed and developed in consultation with staff.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Adequate counseling and trauma support will be a feature of the plan.
- One pre-announced and one unannounced emergency evacuation drill will occur each year.
- One pre-announced and one unannounced Lock Down drill will occur each year.
- 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 24 hour Emergency and Security Management Branch on the phone number: (03) 9589 6266
- Incidents which occur during:
  - camps, excursions or outdoor adventure activities
  - travel to or from school
  - involvement of the media
  - issues for potential negligence or legal liability must also be reported.

### Evaluation:

- 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 unannounced emergency evacuation drill.

### References:

Managing School Emergencies handbook -

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/default.aspx>

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/ResourcesandLinks.aspx>