

# Policy Document

## EMERGENCY MANAGEMENT

### 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.

### Objectives

- To provide a safe environment for all, despite the variety of emergencies that may occur.

### 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 Emergency Management Plan will be developed using the DEECD's Emergency Management Plan Template and in accordance with the DEECD's Emergency Management Guidelines. These documents are available here:  
<http://www.education.vic.gov.au/management/emergency.htm>
- The emergency management plan will be prominently displayed, developed in consultation with local emergency services and 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 pre-announced and one unannounced emergency evacuation and lockdown drill involving local emergency services (if available) 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 ph: (03) 9589 6266
- Incidents which occur during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or 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, after each unannounced emergency evacuation/lockdown drill.

### Ratification

Ratified by School Council: 2 May 2012

School Council President: Glen Noble

Principal: Anne McPhee