

Emergency Management Plan



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.

Aim:

To provide a safe environment for all.

1 Implementation:

- 1.1 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.
- 1.2 The Emergency management plan will be consistent with advice provided by the Department of Education and Early Childhood Development and reviewed annually.
- 1.3 Emergency Management Plan will be discussed with staff as part of School OH&S Induction at the beginning of each school year.
- 1.4 The Emergency Management Plan will be prominently displayed in all rooms throughout the school. Displayed next to the Emergency Management Plan will be a copy of School Evacuation Routes.
- 1.5 Safety of staff, students and visitors will always be the prime focus of the Emergency Management Plan.
- 1.6 One pre-announced emergency drill (alternating evacuation and lockdown) will occur each term.
- 1.7 Drill procedures will be reviewed after each practice.
- 1.8 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
- 1.9 Incidents which occur during camps, excursions or outdoor adventure activities, during travel to or from school, involvement of the media, or issues for potential negligence or legal liability must also be reported.
- 1.10 Adequate counselling and trauma support will be a feature of the plan.

Evaluation:

This policy will be reviewed as part of the school's review cycle. The Emergency Management Plan will be reviewed annually.

This policy was last ratified by School Council: 6 August 2014