



# 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 minimising damage to school property.

## **Aims:**

To provide a safe environment for all, irrespective of a variety of emergencies which 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 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.
- An emergency evacuation drill will occur once per term and will include the pre-school.
- 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.
- **All Emergencies and Critical Incidents (as per the 'Incident Reporting Requirements for Victorian Government Schools')** must be reported to DET's 24/7 Security Services Unit (SSU) on (03) 9589 6266.

## **Review cycle**

This policy was approved by school council on 22<sup>nd</sup> August 2018 and is scheduled for review in 2021.

*\*The Emergency Management Plan will be reviewed after each emergency evacuation drill, or after an actual emergency situation occurs.*