



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 a variety of emergencies to ensure ongoing safety of staff, students and visitors both on-site and off-site locations.
- The emergency management plan will be consistent with advice provided by the Department of Education's emergency management portal and uploaded on the Department Emergency Management System.
- The emergency management plan will be developed in consultation with local emergency services and all staff and will be prominently displayed on the OHS notice board located in the staffroom.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Four emergency drills will be undertaken each year as per the Emergency Management Guidelines and document in the school Emergency Management Plan and Activities Calendar.
- 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 annually or more often if necessary due to changes in regulations or circumstances.

Approved By	Wendy Smith, School Council President
Approval Authority	
Date Implemented	2018