



## PURPOSE

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, 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 consistent with advice provided by the Department of Education and Training's *'Managing School Emergencies'* publication available at:
- <http://www.education.vic.gov.au/school/principals/spdg/management/pages/mgtplanning.aspx>
- The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff, and will be consistent with Association of School Councils In Victoria (ASCIV's) Emergency Management procedures.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- SMS messaging using our Compass Management Tool will be utilised to support the communication of emergencies.
- Adequate counselling and trauma support will be a feature of the plan.
- An unannounced emergency evacuation drill will occur each term.
- 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 **000** and the Department's 24 hour Emergency and Security Management Branch on phone **(03) 9589 6266**.
- Notify the appropriate Regional Personnel of the incident and keep them informed of the situation.
- The Teacher In Charge/ Organiser of excursions and/or camps will notify the Department of Education and Training at least three weeks before the activity by completing online the Student Activity Locator
- 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. (It may be necessary to ring for assistance when on camp.)
- Emergency and Security Management Branch - phone 03 95896266 or 000.

## Evaluation:

- This policy will be reviewed annually as part of the school's review cycle. The Emergency Management Plan will be reviewed after each emergency evacuation drill.

## REVIEW CYCLE AND EVALUATION

This policy will be reviewed after each Emergency Evacuation Drill.

This policy was last updated on **28 June 2019** and is scheduled for review in June 2020