



Emergency and Risk Management Policy

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, irrespective of a variety of emergencies which may occur.

IMPLEMENTATION

- The school is required to maintain a current Emergency Management Plan (EMP), which clearly describes how the school will respond during an emergency or critical incident to ensure ongoing safety of staff, students and visitors. Adequate counselling and trauma support will be a feature of the plan.
- The Emergency Management Plan will be consistent with advice provided by the Department of Education's 'Emergency Management Planning advice available at: <http://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>
- Review of the EMPs will be conducted annually by 1 September in line with department requirements, and immediately if new risks have been identified or an incident or emergency has occurred.
- The emergency management plan will be prominently displayed to ensure that staff, students and the school community know what the plan contains.
- Staff, students and the school community (where relevant) will be trained so that they know what they are required to do during an emergency or critical incident.
- One pre-announced and one unannounced emergency evacuation 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, will/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 was last updated on June 21st 2019 and is scheduled for review in June 2020 or as required throughout the course of the year as activities such as school camps and excursions are approved by School Council.

Ratified by School Council:	Not required	No. of Pages:	Page 1 of 1
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