



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.

Procedures:

- 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 Victorian State Department of Education and Training online publication *Emergency Management Planning* <http://www.education.vic.gov.au/school/principals/spag/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 Australian Standard 3745 – Emergency control organisation and procedures for buildings, structures and workplaces.
- 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.
- One pre-announced emergency drill involving local emergency services (if available) will occur each school term alternating evacuation and in-vacuation scenarios and at least one unannounced drill each year.
- *Dynamic* is a service provider in Emergency Management and are contracted to provide support with our Emergency Management Plan. Annually they will conduct professional learning for staff and provide feedback on an emergency management drill.
- The CECV Student Activity Locator (SAL) aims to improve the capture and tracking of school offsite activities. The objective of the SAL is to facilitate prompt communications with school offsite activities affected by emergencies or bushfire weather warnings.
- Offsite activities include camps, excursions (including interstate and overseas trips), day trips, sporting activities, school closures, pupil free days and all overnight activities. By centrally recording offsite activities in the SAL, Emergency Services can quickly be notified of

student locations in the event of an emergency or critical incident, such as a bushfire, flood, storms, hostage situation or chemical spill.

- The SAL database replaces the application form for Approval for Out-of-School Activities that involve Overnight Accommodation. It is no longer necessary for schools to notify the Regional Office of offsite school activities or to notify the CEM of overseas or interstate school trips.
- 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:

Catholic Education Melbourne (CEM) Emergency Management Office **9267 0404**

- Incidents which occur during camps, excursions or outdoor adventure activities, travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported to CEM.

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle. The Emergency Management Plan will be reviewed annually with support from *Dynamiq*.