

Flemington Primary School

POLICY FOLDER



ADMINISTRATION – Emergency Management

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 the 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 ensuring the ongoing safety of students, staff and visitors.
- The emergency management plan will be consistent with advice provided by the Department of Education & Early Childhood Development's *Emergency and Critical Incident Policy*
- The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff, and will be consistent with DEECD's Emergency Management procedures.
- Safety of students, staff 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.
- Three 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 students or staff is at risk, or where there is a threat to property must be reported immediately to 000
- Once the situation is under control or when time permits, the Department's 24 hour Emergency and Security Management Branch must be notified **(03) 9589 6266**
- Worksafe must be notified for serious medical incidents resulting in hospital admission

- Staff hazards and injuries should be logged onto the EduSafe site
- 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 will also be reported.

References

DEECD School Policy and Advisory Guide

<http://www.education.vic.gov.au/management/governance/spag/management/emergency/default.htm>

<http://www.education.vic.gov.au/management/governance/spag/management/emergency/reporting.htm>

EduSafe

<http://www.education.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fDefault.aspx&cks=1>

OH&S

<http://www.education.vic.gov.au/hr/ohs/default.htm>

WorkSafe

<http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification>

Evaluation:

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

This policy was ratified by School Council on 22nd November 2012 and will be reviewed in 2015.