

St. Theresa's Primary School, Albion

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.

Beliefs:

We believe that:

- Everyone in our school community has a right to be safe at all times
- The school has a responsibility to ensure that practices are in place to manage any emergency that might occur.
- All members of our school community need to be aware that there is an emergency management plan in place which needs to be adhered to in any given situation.
- The teachers responsible for the safety of the children under their care, need to be well aware of procedures and trained to handle emergency situations.

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 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:

www.sofweb.vic.edu.au

- The emergency management plan will be prominently displayed in all rooms of the school.
- The emergency management plan will be upgraded regularly to ensure it caters for all eventualities.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Adequate counseling and trauma support will be a feature of the plan to be utilized when required.
- The school community will participate in practise emergency drills each term to ensure that all are aware of the procedures in place and to evaluate areas of concern, which may arise.
- 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 Office as indicated in the management document in each room

- 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.
- The principal or principal's representative will be responsible for the coordination and implementation of the plan during and after any incident.

Evaluation:

The emergency management plan will be formally reviewed as part of the cyclical school development plan and assessed regularly after practice drills to ascertain any required modifications.

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