Urquhart Park Primary School
EMERGENCY 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 that may occur.

Implementation:

- The school is required to maintain a current Emergency Management Plan. It clearly describes how our school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
- The Emergency Management Plan is consistent with advice provided by the Department of Education and Training's 'Emergency Management Plan' publication available at:

    http://www.education.vic.gov.au/school/principals/spag/management/pages/support.aspx

- The Emergency Management Plan will be accessible to all staff.
- 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 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, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch on **(03) 9589 6266**
- Incidents which may involve the media or issues with the potential for negligence or legal liability must be reported by the Principal or Workplace Emergency Coordinator. Incidents which occur during camps, excursions or outdoor adventure activities, or during travel to or from school, must also be reported.

Evaluation:

This policy was updated in 2018 and will be reviewed as part of the school's three-year review cycle. The Emergency Management Plan will be reviewed annually, after each unannounced emergency evacuation drill.