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.

Gembrook Primary School staff and students are highly conscious of their collective responsibility towards the development and maintenance of effective Emergency Management Practices and Procedures.

Aims:

To provide a safe environment for all, irrespective of a variety of emergencies which may occur in the school.

Implementation:

- An Emergency Management Plan which describes the school and its environment, the potential hazards and the manner in which emergencies will be managed by the school will be maintained and reviewed biannually.
- A copy of the emergency Management Plan will be distributed to DEECD, all staff, and appropriate emergency services.
- The school has BARR Status (Bushfire at Risk Register) and will monitor fire activity throughout the fire season and follow all directives from DEECD and Emergency Services regarding school and bus service closures.
- Emergency Management Procedures will be reviewed with staff annually.
- Regular Emergency Drills will be held each term.
- Emergency Drills will simulate a variety of situations and drill reviews completed to ensure improvement of procedures.
- A copy of the action plans and maps will be displayed in all areas of the school.
- Parents will be informed about various aspects of Emergency Procedures through the school newsletter and information notices.
- Any emergency will be documented and notified to DEECD Emergency and Security Management
- Post emergency review will occur and procedures evaluated and altered as required.
- Any emergency involving theft, vandalism, assault or other criminal activity will be notified to Victoria Police.
- The Student Activity Locator will be completed for all off site activities to assist in the management of any emergency.
- First Aid Kits to be taken on all excursions.
- The school will maintain an Emergency Kit including food snacks, water and a battery powered radio and torch.
- Teaching Staff will be required to have a current VIT or equivalent and Education Support Staff will be required to have a current Working With Children Check.

Evaluation:

- The school community is trained and prepared in emergency procedures.
- All will be for 3 year review unless otherwise stated.

Ratified in 2013