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.

Implementation:

• St Paul’s 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 prominently displayed, developed in consultation with local emergency services and all staff, and will be consistent with EMQ’s Emergency Management procedures.
• 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 evacuation monitored by EMQ and one pre-announced emergency evacuation / invactuation drill 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 to Mr Harry Allard at the Catholic Education Office, East Melbourne. The Regional Manager of the Western Region will act as the emergency Liaison Officer.
• 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 to Mr Harry Allard at the Catholic Education Office, East Melbourne and The Western Region Area Manager.

Evaluation:

• This policy will be reviewed as part of the St Paul’s review cycle.

This policy was last ratified by St Paul’s school staff in March 2009.