

# 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.

## **Aim:**

- 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. This extensive plan has been developed with the support of EMQ and includes all emergency management procedures.
- 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 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, a death has occurred or where there is a threat to property must be reported to Mr Harry Allard at the Catholic Education Office, East Melbourne PH 0439642881. The Regional Manager of the Western Region will act as the Emergency Liaison Officer PH 0401526681.

## ***Offsite activities:***

- *The safety of students and staff is paramount. As a result, St. Paul's Staff will cancel, reschedule or, if safe to do so, recall offsite activities that will be affected by;*
- *a forecast Code Red fire danger weather warning.*
- *an active bushfire.*
- *any other actual or forecast extreme weather event such as flooding and storms.*
- *In regard to bushfire preparedness, St. Paul's Staff may choose to cancel, reschedule or recall offsite activities affected by a forecast extreme or severe fire danger weather warning.*
- *Staff must continually check forecasts leading up to any offsite activity.*
- *The teacher in charge of any offsite activity is to ensure that the Student Activity Locator has up to date information of the location of the offsite activity.*
- *In all circumstances, St. Paul's will notify parents and guardians directly of any changes to a planned offsite activity.*

- *Offsite activities include any activity undertaken by staff and children away from their school. This can include:*
  - *Camps.*
  - *Excursions.*
  - *Field trips.*
  - *Sporting activities*
  - *Training or conferences for staff.*
  - *Incidents that occur during camps, excursions or outdoor adventure activities, that occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported to the above contacts.*

**Evaluation:**

- This policy will be reviewed as part of the St Paul's review cycle.