
THE PATCH PRIMARY SCHOOL

Emergency Management

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:

The school aims to maintain Emergency Management procedures that comply with local authorities and encourages all present at the school to respond to any emergency situation in an orderly manner which ensures the safety of all. Emergency drills will ensure all staff, students, parents and visitors are prepared for an emergency.

Guidelines:

- 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's emergency advice [booklet](#).
- The Emergency Management Warden in consultation with the Principal / school community will plan and document Emergency Management procedures and guidelines. Guidelines are to be discussed with staff on an annual basis. The Emergency Plan is to be reviewed following each emergency event.
- The Emergency Management Warden or their representative is responsible for control and co ordination of the school during an emergency event.
- A practice evacuation is held during Term 1 each year , staff will discuss and “walk” students , parents and visitors through this drill. There will be at least one unannounced practice drill during each of the subsequent terms.
- The Warden can notify Police and fire authorities of practises in advance and invites them to attend and provide feedback.
- Allowance is made for evacuation routes being blocked or dangerous and alternate routes being considered beforehand.
- A risk analysis is undertaken annually to identify potential threats
- 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.
- 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 ph: **9589 6266**
- The Emergency Management Plan also takes into consideration the Out of School Hours Care Program
- 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.

Evaluation:

- The Emergency Management Plan will be reviewed annually, and after each unannounced emergency evacuation drill, or after an actual emergency situation occurs
- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

Reference:

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/EmergencyMgmt.aspx>

Principal

Handwritten signature in blue ink, appearing to read "Roba A. Henman".

School Council President

Handwritten signature in blue ink, consisting of a stylized, cursive script.