



Willaura Primary School EMERGENCY MANAGEMENT POLICY



PURPOSE

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.

SCOPE

To provide a safe environment for all, irrespective of a variety of emergencies which may occur at school, excursions, camps and buses.

POLICY

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. Safety of staff, students and visitors will always be the prime focus of the Emergency Management Plan. The purpose of this Emergency and Critical Incident Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergencies and critical incidents that may impact on student and/or staff health, safety and well-being and/or school operations. The Emergency Management Plan will be prominently displayed, and developed in consultation with local emergency services and all staff.

CONTEXT

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education and Training.

All principals and key school staff should download the VicEmergency app on their phone with a watch zone around their school to receive alerts and information regarding hazards and incidents in their vicinity.

FURTHER INFORMATION AND RESOURCES

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

REVIEW CYCLE

This policy is to be reviewed every 4 years by the Policy Committee.
This Policy was last ratified by the Policy Committee

12/11/2019