

1. Purpose

The purpose of the Emergency Management Policy & Plan is to responding appropriately to traumatic or critical incidents that may occur. Critical incidents may involve loss of life, serious injury or emotional disturbance. Incidents may occur in the school environment or outside. They may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school.

2. Scope

This policy applies to all staff, students and school community members.

3. Policy Statement

The College recognises the need to prepare for, minimise the impact and respond to critical incidents which may affect the College community and will ensure principles of best practice in the management of such incidents.

4. Implementation

The College will:

- Appoint a skilled Critical Incident Recovery Team to assist in the management of the incident. The team may include staff members, psychologists, counsellors, external DET personnel, support agencies etc. The size and composition of the team will be related to the nature of the incident. Distribute names of the Critical Incident Recovery Team members, and inform others of the role of the team.
- Obtain accurate information. Deal only with substantiated facts.
- As soon as possible inform staff, especially those most directly involved. Inform close friends and family individually. Allow questions and discussion as they arise. Dispel rumours.
- Appoint a skilled Critical Incident Recovery Team member to respond to media enquiries. A written press release may be useful. If necessary, protect others from contact with the media. Advice regarding this may be obtained from the DET

Emergency Communications

- As soon as possible provide information to the community as to what has happened, and what is being done.
- Establish an open line of contact with the family or families directly involved.
- Provide out of school hours contact if necessary. This could be as simple as circulating the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.
- Continue contact with the family to identify their expectations of the school, e.g. student participation in a funeral or memorial service.

- Continue to keep staff, students and parents informed, especially about what has happened and what the school is doing about it.
- As soon as possible call students together and provide information about what has happened and what the school is doing about it. A follow up letter home may be important.
- Provide counselling services for all. Ensure that there are suitable places in which this can take place. Be prepared to modify the timetable and other arrangements so that people are free to make use of available help.
- The class teacher may be the person to whom students first turn for help.
- Children wishing to attend funerals should do so in the company of their parents. Provide meaningful participation for those not actually attending the service.
- Continue normal routines at school but acknowledge the effect of tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected, e.g. an event may cause a person to recall some traumatic event involving them in the past. The anniversary may also be a difficult time.
- Maintain links with the family. The school and family may wish to develop a memorial garden, erect a memorial plaque, or display a photo in a prominent position in the school.
- Be sensitive to staff and student needs over a period.

Risk Management Strategies for Prevention or Control of Measures

Hazard	Risks	Elimination & control measures	Frequency	Staff responsible
Fire	Evacuation plans not communicated clearly or regularly tested. Staff and students not clear on instruction Staff not clear on responsibilities	Educate staff and students about workplace fire prevention drills Conduct evacuation drills Conduct audit of fire equipment Liaise with emergency services Adhere to maintenance schedule for equipment	Annually	Principal
Chemical spill	Procedures for safe management of chemicals not clearly implemented. Audit of chemical's not completed for compliance with relevant legislation	Check workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill Ensure MSDS for all hazardous substances used are at hand DET's Chemical safety in School manual All chemicals securely stored in it access to trained staff only	Ongoing	All staff Principal
Major incidents involving violence or threats	Disruption to school activities Injury to staff, students, members of the public School not considered the risk factors and developed prevention strategies Clear standards for student's behaviour and communication are not in place eg mobile phone policy	Monitoring of incidents Development, practice and review of lockdown and lockout procedures Clear signage in school re: visitors Publish school policy re: visitor Enforce school uniform code Staff on PGD as required Minimise number of students out of class during lesson time Lock back gate Contact police Contact School Safety & Security Unit	Annually or as required	All staff Principal
Staff or student lost	DET's policy not followed Risk assessment not conducted Unanticipated events whilst on excursions	Undertake full planning and risk assessment Follow DET and School's policy Ensure risk assessment is implemented and communicated	Activity approved On all activities When an incident occurs	All staff Principal

		Implement emergency plan: <ul style="list-style-type: none"> • Confirm person lost • Contact emergency services • Contact parent, next of kin • Contact SED, media unit • Assist emergency services 		
Bomb threat	Disruption to workplace Disrupt special events eg: examinations Ongoing history of bomb threats Distress to staff	Vigilance by staff for any unusual, suspicious or unaccounted items. Procedures for taking details/call in place Contact emergency services Implement school emergency policy	Annually	Principal
Emergency health situation	Staff and students at the workplace with sudden medical conditions that may require emergency response. Distance from emergency services or other medical assistance Individual health care plans for students not in place or updated. Environmental risks that may trigger health condition (e.g. anaphylaxis).	Implement individual health care plans for students. Ensure effective emergency and first aid response plans are in place. Educate staff on how to respond in an emergency (first aid). Implement policies and procedures to support the health and wellbeing of staff and students Manage health risks in the workplace environment Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).	At least annually or as required	Principal, First Aid Officer/s

5.Resources

- DET Emergency Management planning
<https://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>
- Emergency and Critical Incident
<https://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>

6.Communication of this Policy

This policy will be published on the school's website and intranet.

7.Policy Review

Approved by: Principal and School Board, April 2025

Next review: April 2027